

COUNTY ADMINISTRATOR

role information



The **County Administrator** role is an exciting opportunity to be part of the County team of volunteers to deliver good guiding in your County and to ensure that girls have amazing opportunities. This is for a term of **3 years** and is a Girlguiding Ulster **County Commissioner** appointment. You will be expected to attend County Executive meetings along with any ad hoc meetings as required.



As County Administrator what will I be expected to do?

While the County Commissioner leads the County this does not mean that the County Commissioner does everything herself. One of your key duties will be to support the County Commissioner and the County Executive team by attending County Executive meetings and taking minutes recording discussions, decisions and actions.

You will be part of a team of Volunteers who will help deliver the County action plan. You will be expected to attend County Executive meetings and report on your areas of work. The members of the County Executive are the trustees of the County and as such, in addition to their own areas of expertise, they will have joint responsibility for ensuring that the County is well run, financially viable and delivering on what the County is expected to do.

As County Administrator your role will include;

- Keeping accurate records and taking minutes of County Executive meetings, decisions and actions
- Preparing agendas and paperwork for County Executive and other meetings as required
- Managing correspondence in liaison with, and on behalf of the County Commissioner and the County Executive Team
- Maintaining communication with Unit/District/County/Girlguiding Ulster in liaison with, and on behalf of the County Commissioner and the County Executive Team
- Supporting the County Commissioner and County Executive with administration tasks required for the smooth running of the County



What training and support will be available?

Training available to you will include:

- A thorough induction into your role
- Training to help to develop skills and abilities to perform the role (including e-learning where possible)
- Ongoing support and development from fellow volunteers, including the County Commissioner and the County Team
- Girlguiding Ulster or your County will reimburse agreed expenses

What skills, knowledge and experience do you need?

Being a great County Administrator involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- High degree of personal integrity and ability to deal with confidential information
- Excellent organisational and administration skills
- Experience of using IT packages e.g. Word, Excel etc.
- Ability to work as part of a team
- Time management skills - getting things done efficiently and planning



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What will be the benefits to me through taking on the role of County Administrator?

Taking on the role of County Administrator is a great way of learning new skills such as teamwork, leadership skills, budgeting, time management, communication and motivation. If you are in employment then these are also skills which employers want to see and would look great on your CV and make you stand out from other applicants when applying for a new job or promotion.

For those with a large skill set from employment/previous experience, this is a great opportunity for you to use your skills to lead and motivate others sharing your expertise, taking the County forward as well as empowering others to be able to take on this and other key roles in the future.

Overall, this is a great opportunity to do something valuable in your community, meet and work with new people, learn new skills and most importantly have lots of fun!

