



# COUNTY RECOGNITION ADVISER

role information



The **County Recognition Adviser** 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.



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### As County Recognition Adviser 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. Your key roles will be to track new volunteers as they enter Girlguiding for the first time to volunteer either with a unit or in a supportive role and thanking and recognising the volunteers in your County.

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 County Recognition Adviser your role will include;

- Ensure new volunteers are contacted within the recommended time scale
- Track the volunteer as they move through the system
- Contact the volunteer and provide a link to the county team and district commissioner in their own district
- Provide the welcome pack produced by GGU, ensuring the county data is up to date
- Ensure all compliance has been obtained and providing the necessary links to other county / district team members if required
- Provide a link / buddy person to provide support for the volunteer in their unit.
- Thanking and recognising the volunteers in your county including:  
GGU 1 and 3 year service awards; GGU 15 and 25 year awards; Ivy Awards; leaving and retiring guiding letter from the CC and DC etc



## 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)
- On-going 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 Recognition Adviser involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- Creative and enthusiastic
- Reliable and Trust worthy
- 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 Recognition Adviser ?

Taking on the role of County Recognition Adviser is a great way of learning new skills such as teamwork, leadership skills, event planning, 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!**

