



**ROLE DESCRIPTION:
JOINT COUNTY INSPIRE
COORDINATION LEAD VOLUNTEERS**

Role

Working jointly, help empower young women aged 18 – 30 to be part of Girlguiding Inspire and support them to take part in opportunities available. and to set up social groups with their peers. Shape and develop Inspire and young adults within Hertfordshire county.

Personal qualities

Aged 18+ and either existing members of Girlguiding or external applicants based within Anglia region. Passionate about the aim of Girlguiding Inspire and its opportunities and have the desire to champion the voice of young women in Girlguiding. Have good time management, organisational, IT and communication. Be adaptable and open to change. Able to build a positive working relationship with a diverse group of people.

Term

Appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

County commissioner

Working with

Region Inspire team

Other members of the county Inspire team

Other members of the county team

Members aged 18-30 within Hertfordshire county

Responsibilities

- Provide support and advice to members of the Inspire community.
- Be Girlguiding Inspire champions.
- Attend region Inspire coordinators meetings and cascade information down through county.
- Organise and head up county Inspire team meetings.

- Attend termly county operation group (COG) meetings and be an active participant.
- Design, organise and book events for the Hertfordshire Inspire network (using applications such as Eventbrite and Google Forms) with assistance from team members.
- Prepare the region Inspire challenge and the Hertfordshire county challenge component in particular with assistance from team members.
- Work with other members of the Inspire team to create exciting visual content aimed at 18–30-year-olds,
 - prospective members (*older Rangers or young leaders, younger adult volunteers etc*) – to introduce Inspire as a way to stay in Girlguiding, during/after university or starting full time work etc.
 - existing volunteers (*18-30 volunteers*) – promoting Inspire as a way of connecting with others within their age group across the county and to continue doing what they love in Girlguiding, just for them (*outside of usual role responsibilities*).
- Collaborate with the team to establish a social media posting schedule to create a frequent stream of ‘Inspire-ational’ content – celebrating key dates in the Girlguiding calendar (*World Thinking Day, International Women’s Day, Black History Month etc*) as well as promoting Inspire, or other county / region events.
- Produce a written report for quarterly county meetings and the annual report.
- Produce a yearly budget for approval by the trustees.
- Use the county designated email address for correspondence relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.

*Reappointment is not automatic.