



ROLE DESCRIPTION:

ASSISTANT COUNTY COMMISSIONER GROWTH AND RETENTION / MARKETING TEAM

Role

Be part of a team of 3 assistant county commissioners working together and supporting the county commissioner to move the county forward, embracing change and making a positive impact. Specifically overseeing all aspects of marketing, website management, growth and retention, media, social media and communications.

Personal qualities

A woman over 18 years old. Already, or willing to become a member of Girlguiding and have a passion for guiding and a positive can-do attitude. Enthusiastic, with the ability to implement and adapt to change. Ability to manage time and prioritise tasks. Good communication skills and a team player. Understanding and flexible and able to deal with difficult situations. Computer literate. Good decision-making skills and able to motivate and inspire people.

Term

5 years.

Responsible to

The county commissioner

Working with

County commissioner

Other assistant county commissioners

County trustees

County operations group

County team members

District commissioners

Responsibilities

- Assist the county commissioner with any element of guiding in Hertfordshire.
- Support the county's marketing adviser.
- Support the website management.

- Support the county growth and retention adviser.
- Support the county media, social media and communications adviser.
- Ensure you are up to date with training and be committed to undertake further/new training as appropriate.
- Promote a positive image of Girlguiding and be an ambassador for its values.
- Promote and encourage opportunities within Girlguiding to volunteers and members.
- Act with integrity and discretion.
- Be professional and discrete.
- Share best practises.
- Use the county dedicated email account for communications relating to the assistant county commissioner role.
- Only store records relating to the role on the county Microsoft Teams system.
- Act as a trustee for Girlguiding Hertfordshire and attend termly trustee and county operation group (COG) meetings.
- Taking an active role in decision making for the county.
- Attend full county team meeting annually and any meetings deemed appropriate with the specific team.
- There is a requirement to have regular contact with the county team within the assistant county commissioner's team and manage situations within that team.
- Assist the county commissioner with appointments within the team when appropriate.