



ROLE DESCRIPTION:

COUNTY GROWTH AND RETENTION LEAD VOLUNTEER

Role

Enable growth and retention in volunteer membership numbers within the county and support existing volunteers to develop into qualified leaders.

Personal Qualities

Passionate about growing guiding in Hertfordshire county. Strong communicator with good IT skills. Well organised and approachable. Proactive and able to work on own initiative when needed. Able to lead and motivate a team of volunteers.

Term

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

Responsible to

Assistant county commissioner – promote and grow team

Working with

Growth and retention division representatives

Other members of the county team

County leadership development mentors

District and division commissioners

Expenses

Claimed from county treasurer.

Responsibilities

Promote volunteer opportunities

1. Encourage new volunteer membership by organising and running recruitment campaigns and events.

2. Work with the media and communications team to promote volunteer opportunities.
3. Work closely with local commissioners to identify specific volunteer needs.
4. Provide advice and support to the growth and retention division representatives.
5. Attend regional/national growth and retention meetings.
6. Be responsible for the booking and coordinating of the county show event held in May each year.

Administration

1. Use the county designated volunteer@girlguidinghertfordshire.org.uk email address for correspondence relating to the role.
2. Only store records relating to the role on the county Microsoft Teams system.
3. Provide quarterly reports for the county executive meetings and once a year submit a report for inclusion in the county's annual report.
4. Provide an annual budget as requested by the county treasurer for county trustee approval.
5. Attend quarterly county operation team (COT) meetings to share and receive information and collectively work together

*Re-appointment is not automatic.