



ROLE DESCRIPTION:

COUNTY ENQUIRY COORDINATOR

Role

Respond and action new volunteer enquiries received from the online recruitment tool, in a timely manner, where potential volunteers have not found an advertised role matching their requirements.

Personal qualities

Must be aged over 18. Have good communication, problem solving and IT skills. Have a desire to empower new volunteers in a positive and helpful manner. Be a member of Girlguiding Hertfordshire.

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

The county team
Division commissioners
District commissioners
Unit leaders

Expenses

Claimed from the county treasurer

Responsibilities

General

- Action new county volunteer enquires received through the online recruitment tool.
- Be an active member of the county team and work collaboratively with all team members.

- Use the county designated email address for correspondence relating to the role.

Administration

- Produce a written report for executive team meetings
- Provide up to date and timely communication to the county regarding opportunities
- Only store records relating to the role on the county Microsoft Teams system.
- Attend quarterly county operation team (COT) meetings to share and receive information and collectively work together

*Reappointment is not automatic