

COUNTY EVENTS ADMINISTRATOR

role information



The **County Events Administrator** 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 along with any ad hoc meetings as required.



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As County Events Administrator 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. One of your key duties will be to support the County Commissioner and the County Executive team by supporting a wide range of events and activities.

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 Events Administrator your role will include;

- Support the planning and delivery of County events and activities a
- Advise and support Commissioners and leaders on planned activities and events
- Support Leaders to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme.
- Administering any applicable training or qualifications in your area of responsibility
- Manage a local budget, liaising with the County Treasurer and Commissioner as necessary
- Keeping up-to-date with new resources and programme initiatives and use and cascade information as appropriate



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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
- 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 Events Administrator involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable, reliable and trustworthy
- Creative and enthusiastic
- An interest organising events and a passion for providing activities and opportunities for girls and young women
- Ability to work as part of a team with good communication and listening skills- to problem solve and share ideas
- 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 Events Administrator?

Taking on the role of County Events Administrator is a great way of learning new skills such as teamwork, leadership skills, 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!

