



COUNTY TRAINING ADMINISTRATOR

role information

The **County Training 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.



As County Training 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 being a designated point of contact for Training in the County.

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 Training Administrator your role will include;

- Acting as main point of contact for Training support and advice in your area
- Provide ongoing administrative support to the country/region by coordinating and organising matters related to training
- Support the County Commissioner and her team where necessary, to support trainers
- 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
- Ensure all the necessary records are maintained and ensure trainer roles are recorded appropriately on GO
- Design and implement quality assurance systems for the country which ensure national objectives are met and consistency and standardisation are achieved
- Ensure that trainers receive the necessary training and support to carry out their role and help identify the needs of trainers by reviewing their Personal Development Plans at least annually and arranging training as required
- Keeping up-to-date with new resources and programme initiatives, and use them as appropriate.
- Ensure that trainers in the guiding area undertake the renewal process on their qualification every three years, if they wish to continue to train.



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

- People skills - being supportive, open, approachable
- Desire to motivate and inspire girls and young women from a broad range of backgrounds and the ability to motivate and inspire adult volunteers
- Ability to build relationships and confidence to have challenging conversations
- 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
- Ability to use and access the internet and email



What will be the benefits to me through taking on the role of County Training Administrator?

Taking on the role of County Training 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!

