



DISTRICT ADMINISTRATOR (MEMBERSHIP GROWTH)

role information



The **District Administrator (Membership Growth)** role is an exciting opportunity to be part of the District team of volunteers to deliver good guiding in your district and to ensure that girls have amazing opportunities. This is for a term of **3 years** and is a Girlguiding Ulster **District Commissioner appointment**. You will work with a team of District Volunteers who together with you will be trustees of the District. You will be expected to attend District Executive Meetings along with any ad hoc meetings as required.



As District Administrator (Membership Growth) what will I be expected to do?

While the District Commissioner leads the District this does not mean that the District Commissioner does everything herself. One of your key duties will be to work with the District Commissioner and District team to grow guiding, reaching more girls and adult volunteers with the opportunities that Girlguiding has to offer.

You will be part of a team of Volunteers who will help deliver the District action plan. You will be expected to attend District Executive meetings and report on your areas of work. The members of the District Executive are the trustees of the District and as such, in addition to their own areas of expertise, they will have joint responsibility for ensuring that the District is well run, financially viable and delivering on what the District is expected to do.

As District Administrator (Membership Growth) your role will include;

- Providing ongoing administrative support to the District by coordinating and organising matters related to growing guiding, liaising with the Treasurer to manage the local budget
- Working with and supporting the District Commissioner and Advisers on implementing activity to grow Girlguiding
- Supporting Leaders to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme
- Working with the Trainer Coordinator and Trainers to ensure there are adequate training opportunities for Leaders and other volunteers and administer any applicable training or qualifications in your area
- Working with the District Commissioner, staff team etc., to create and implement a Membership Growth action plan, with targeted and achievable actions
- Using Go! and Join Us data to understand the current membership profile and to identify areas within the guiding area that need targeted support
- Work with GGU Communications staff to ensure that strong and positive messages, supporting Growing Guiding, are incorporated into media work and ensure internal communications highlight the need to incorporate Growing Guiding into everyday guiding activity. Make appropriate use of the internal Growing Guiding key messages



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 (including e-learning where possible)
- Ongoing support and development from fellow volunteers, including the District Commissioner and the District Team.
- Girlguiding Ulster or your District will reimburse agreed expenses

What skills, knowledge and experience do you need?

Being a great District Administrator (Membership Growth) involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- Creative and enthusiastic
- Reliable and Trust worthy
- Ability to work as part of a team
- Time management skills – getting things done efficiently and planning



What will be the benefits to me through taking on the role of District Administrator (Membership Growth) ?

Taking on the role of District Administrator (Membership Growth) is a great way of learning new skills such as teamwork, leadership skills, event planning, 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 District 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!

