



DISTRICT ADMINISTRATOR (SUBS)

role information



The **District Administrator (Subs)** role is an exciting opportunity to be part of the County 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.



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As District Administrator (Subs) 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 support the District Commissioner and the District team by being responsible for the oversight of payment of subs within your District. This is usually for a four month period in the year which is currently January to April.

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 (Subs) your role will include;

- Contact all Unit Leaders (main contact on GO) a week before trial invoices are available to: ensure they are aware of the timeline for subs payments; ask if they foresee any difficulties in paying their subscription invoice; and advise/remind them of any grants that may be available to units to support payment of subs.
- A week before trial invoices are available check with Unit Leaders if any of their Leader/unit helpers need to be added or removed from GO. Note - it is the Unit Leader's responsibility to add or remove girls from GO.
- Collate and provide a list for the District Commissioner of any Unit Leaders or Unit Helpers that need removed from GO.
- Once trial Invoices are available, monitor the District report to make sure that all units have downloaded their trial Invoice within a timely period.
- At least 10 days before trial Invoice period ends, contact any units that have not downloaded their trial Invoices to offer assistance. Contact your District Commissioner for further help or advice if needed.
- Once official and payable invoices are available to download, monitor your District. Two weeks before the final payment date, contact the unit leader of any unit with an unpaid invoice to check on situation.
- Monitor payment of invoices and before the final subs payment date, confirm with your District Commissioner, that all invoices are paid. Note - It is the DC's role to ensure that Subs are paid



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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 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 (Subs) involves lots of different skills, but some of the most essential are:

- People skills - being supportive, open, approachable
- High degree of personal integrity and ability to deal with confidential information
- Experience of using IT systems like databases and Excel spreadsheets with good attention to detail
- 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 District Administrator (Subs)

Taking on the role of District Administrator (Subs) 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 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!

