



Deputy Chief Commissioner Excellence Strand

Description: To be the strategic link between The Trustee, County Commissioner and Advisers groups. To lead on delivering the Excellence strand of the Region strategic plan, coordinate the trainer team and line manage key Advisers.

Reporting to: The Chief Commissioner and trustees

Appointed by: Region Chief Commissioner

Term of office: 2 years

Main areas of Responsibility

To work with the Region Chief Commissioner team and deliver the Excellence strand of the strategic plan, providing management and supervision to key Advisers and Coordinators.

Specific responsibilities

- To be a trustee of Girlguiding North East England
- Establish a regular pattern of support and supervision for the key Advisers as part of the Excellence stream of work
- Work with the key Region Advisers to develop work plans and budgets to deliver projects and events
- Broker with the Region Manager staffing involvement and administrative support requirements to deliver the work plan

Specific tasks

- To chair and coordinate the Training Team
- Manage the Lead Volunteers for the Senior Section, Outdoor Activities and International teams
- Establish and oversee task and finish groups to deliver Region appropriate programme for Rainbow, Brownie and Guide sections
- To ensure the voice of young people is embedded in delivery of Excellence
- Attend and participate in major Region events
- Carry out other tasks related to role as requested by Region Chief Commissioner
- Be a clear link between these teams in terms of support for Advisers carrying out trainings

Time commitment required

- As part of the of the Region senior management team and as a trustee for Girlguiding North East you would be expected to attend Trustee Group, County Commissioner Group and Adviser Meetings. This includes an annual residential weekend
- Attend meetings at HQ in London as required

- Attend monthly Chief Commissioner Team Meetings (these are mainly held in York and Newcastle)
- Willingness and ability to commit time for the required work to carry out the role

Knowledge, skills and abilities required of the role

Personal qualities required for the role:

- An open and approachable manner
- Creative and enthusiastic
- Enjoyment of working with people and having fun!

Skills and abilities:

- Excellent communication and people skills
- Learning and Development experience
- Ability to manage time and prioritise tasks
- Good decision-making skills
- Ability to motivate and inspire adult volunteers
- Willingness to engage with agreed communication channels (for example email, file sharing)
- High level of organisation, and ability to work on your own initiative
- Ability to work as part of a team
- Ability to manage a team effectively
- Ability to deal with difficult situations

The Work Plan

When	What	Link to the Strategic plan/ Girlguiding initiatives
First six months	<p>Meet with all Advisers and review current work plans.</p> <p>Meet with the Region Manager to establish and agree administrative support requirements for 2017 and 2018.</p> <p>Attend trustee and operational meetings providing updates on current projects.</p> <p>To chair the Trainers group meeting and identify the approach for 2018/2019.</p> <p>Work with Advisers to identify and work up proposals for 2019.</p>	<p>Enable the delivery of quality guiding at grass roots level</p> <p>Deliver a programme of events to extend the girls' guiding experiences</p> <p>Ensure young members are able to experience specialist activities</p>
By end of year 1	<p>To have created a robust action plan to deliver key strategic outcomes of the Excellence strand.</p>	<p>Enable the delivery of quality guiding at grass roots level</p> <p>Deliver a programme of events to extend the girls' guiding experiences</p>

By end of year 2	Develop delivery plans in response to current priorities and to meet the Regional strategic plan. Participate in an evaluation of this team structure and working approach.	Ensure young members are able to experience specialist activities
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