

County Secretary



About the role

- Purpose:** To help the county team operative effectively, make well-informed decisions and maintain strong administrative foundations.
- Reporting to:** County Commissioner
- Location:** County-wide / meetings held at the County Office, Northampton.
- Time commitment:** Usually evening meetings, 6 weekly
- Role description:** We are looking for a highly organised, trustworthy and enthusiastic volunteer to take on the role of County Secretary. This is a rewarding opportunity to play a central part in supporting the county's governance, helping ensure that meetings are well managed, records are accurate and confidential information is handled with the utmost care.

What you'll do

- Attend County Trustee meetings, County Ops meetings, and, where needed, meetings of other county committees.
- Prepare agendas and meeting papers in liaison with relevant county volunteers and committee leads.
- Take accurate minutes, record decisions clearly and distribute notes promptly after meetings.
- Maintain clear, well-organised and confidential records to support good governance and accountability.
- Support the smooth running of trustee and committee processes, including tracking actions and following up where needed.
- Help ensure that county administration reflects strong governance practise and effective communication across the team.

Who we're looking for

The following skills would be particularly valuable:

- Excellent organisational, communication and administrative skills.
- Confidence in taking minutes and producing clear, accurate written records.
- Clear understanding of the importance of confidentiality and the ability to handle sensitive information with discretion at all times.
- Good attention to detail with a reliable, professional approach
- An interest in supporting effective governance, and helping committees work well together.
- The ability to drive or have access to transport would be advantageous.

What's in it for you?

This role will offer you a rewarding opportunity to play a central role in supporting effective governance while developing valuable organisational and coordination skills, gaining insight into how a charitable organisation operates, enhancing your ability to manage information, and working closely with trustees, committee members and building relationships across Girlguiding.

Reasonable out-of-pocket expenses incurred whilst carrying out this role may be reimbursed in line with the Girlguiding finance policy.

How to apply

To express interest or request further information, please contact Mandy Ludlow at cc@girlguidingnorthamptonshire.org.uk.

Formal applications should be submitted by 12 June 2026.
Informal enquiries are welcome.

Please complete all relevant sections of the application form as fully as possible. You may type your responses directly into the spaces provided. If you need any support with your application, please contact Mandy on the email address above.