Division Commissioner, North East

About the role

Purpose: To lead a team of dedicated and skilled volunteers to ensure quality guiding is delivered across Northamptonshire North East Division, covering Corby District and Oundle & Thrapston District

Reporting to: County Commissioner

Location: Corby, Little Stanion, Oakley Vale, Oundle, Thrapston

Term: 3 years, with the possibility to extend for a further 2 years.

Role description: The Division Commissioner will work closely with county volunteers and local leaders to encourage good communication, support growth and development, and help ensure that guiding across the division feels connected, well supported and full of opportunity. This role may be undertaken as a job share, with responsibilities shared across a division team where appropriate.

What you'll do

General:

- Ensure you are up to date with training and committed to undertake further/new training as appropriate
- Use the county dedicated email account for communications relating to the division role
- Act with integrity and discretion

Ensure good communication:

- Be the main contact for the division on GO
- Organise and co-ordinate regular division meetings, ensuring a written record of the meeting is kept and minutes circulated
- Ensure information from national/regional/county level is cascaded within the division as requested
- Promote opportunities for training, events and activities to members and volunteers

Promote and grow Girlguiding:

- Lead on strategies for recruiting more girls and volunteers for your area.
- Welcome new volunteers to the area
- Support work around transitions between sections
- Represent the division at events, promoting a positive image of Girlguiding.

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Manage data (or appoint a division treasurer for the finance parts):

- Approve Residential Event Notifications (RENs) that the district commissioner cannot approve
- Manage the administration and finances of the division, ensuring proper accounts are kept, that are independently checked.
- Ensure all districts within the division keep proper accounts that are independently checked
- Ensure division subscriptions are paid on time.

Ensure good guiding:

- Manage any problems or concerns that arise and deal with them in a timely manner
- Present qualifications and awards to girls and volunteers as required
- Approve awards nominations for your district commissioners
- Encourage and support division events
- Visit units in your area to promote high quality guiding and build successful relationships

Manage property owned by the division (if relevant):

- Create and maintain a property committee.
- Ensure the division is registered as a charity and keep accounts accordingly.
- Ensure that trustee indemnity insurance is in place.
- Manage relationships with all stakeholders

Who we're looking for

A current Girlguiding member over the age of 18.

- Ability to manage time and prioritise tasks
- Good communication skills
- Ability to manage a team effectively, able to deal with difficult situations
- Computer literate
- Good decision making skills
- Ability to motivate and inspire people.

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 above email addresses.

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