



Enquiry Coordinator

Main function

To ensure the GO system is effectively used/managed by County.

Specific Functions

- Monitor new enquiries and progress the contact system within the county
- Liaise with County Commissioner/Leadership coordinator regarding County welcome events
- Extract data to inform the Growing Guiding plan for the county
- Able to read data and highlight key areas of concern to appropriate volunteers
- Able to offer support to volunteers using the system
- Able to use tact and diplomacy when engaged in challenging conversations linked to Go
- Help with a recruitment campaign for Fife.
- Promote being positive about Guiding and Growing Guiding.
- Attend County executive and Growing Guiding meetings

Appointed by County Commissioner and approved by County Executive.

Term of appointment is three years with an option of two additional years.

Reviewed 2019