



# Queen's Guide award

## county coordinator volunteer

### role information

#### Why Girlguiding?

Join our 100,000 amazing volunteers and supporters who are already making a huge difference to nearly half a million girls and young women.

This role is your chance to play a key part in supporting members aged 16-30 to do their Queen's Guide award (QGA) – the highest award in Girlguiding.

#### Why do we love this role?

This truly is a feel-good role. As QGA county coordinator you'll support young women as they take on this challenging award. You'll also work in your county team to oversee the award process and guide QGA mentors supporting members to do the award.

#### Some of what you'll do:

- Promote and advertise the QGA to local members.
- Be your county's point of contact for members interested in doing the award.
- Share and promote opportunities for events members can take part in to help earn their QGA.
- Coordinate with other county advisers to help candidates complete sections.
- Keep up-to-date with the current QGA syllabus and any changes, making sure candidates stay informed too.
- Take on the role of mentor if a candidate can't find one.
- Check in every 3-6 months with QGA mentors and candidates.

#### Administrative duties:

- Register candidates on GO, making sure you enter their start date.
- Sign off the award once candidates have finished on behalf of your county.

- Send signed record books to HQ for final verification.
- Order and distribute certificates and badges.
- Arrange local award presentations with candidates.
- Answer queries about the award in your county.
- Contact your country/region QGA coordinator or Girlguiding HQ for more support if you need it.

### **What training and support do you get?**

- You'll work with your country and region coordinator, who will support you.
- You'll go to meetings led by Girlguiding HQ where you'll get support to run the QGA programme in your county.
- You'll be able to go to meetings and events to share information and best practice.
- We have a clear complaints procedure and support to help sort out problems or disagreements.

### **What skills do you need?**

- An open and approachable manner
- To be reliable and trustworthy
- Commitment to your ongoing personal development
- To work as part of a team
- Excellent communication skills
- A desire to motivate and inspire girls, young women and adult volunteers from a broad range of backgrounds
- Demonstrable knowledge of the QGA programme
- A passion to see young women reach their potential as they do the top award in Girlguiding
- You don't need any professional qualifications

### **Skills you'll develop:**

- An understanding of how to support QGA mentors
- Promoting youth awards in your county
- Working knowledge of the QGA programme
- Communication and team working skills, working with other volunteers in the QGA network

## Quick requirement check:

**Disclosure check:** no

**A Safe Space level:** 1-3

**Attends meetings:** occasionally

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support disabled volunteers so they have access to the same opportunities and experiences as non-disabled volunteers.

Please note this is a volunteer role and does not form part of any contract of employment.



Published by Girlguiding  
17-19 Buckingham Palace Road  
London SW1W 0PT  
info@girlguiding.org.uk  
girlguiding.org.uk  
© Girlguiding 2023  
Registered charity number 306016  
Incorporated by Royal Charter

