



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

TRAINER

Could you inspire and motivate fellow volunteers to learn the skills and acquire the knowledge to deliver good guiding, in a fun and creative way? Volunteering as a Trainer for Girlguiding could be for you!

Role title:.....

Specialism 1:.....

Specialism 2:.....

Specialism 3:.....

Supported by:.....

Suggested time commitment:.....

Length of time in role:

Location:.....

If you are interested in this role:.....

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there - helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

‘As well as giving the girls amazing opportunities, I feel I’ve also personally benefited from volunteering. It’s really rewarding for me and I feel I’ve achieved something great.’

Lisa, Girlguiding volunteer

TRAINER/PROSPECTIVE TRAINER

Who can do this role?

Trainers can be any adult over 18 years old. They should already be, or be willing to become, a member of Girlguiding.

Do I need a qualification?

To become a Trainer, you must have completed at least two modules (Modules 1 and either Module 2, 3 or 4) of the Girlguiding Trainer Qualification (TQ). While working towards your qualification you will have the role of Prospective Trainer, and will be supported by an experienced volunteer in a Tutor role.

Once qualified, the Trainer can then choose to do Module 5 of the TQ to become a Girlguiding Residential Trainer, and subsequently Module 6 to become a Lead Trainer for a training team.

The Trainer Qualification needs to be renewed every three years; it is the Trainer's responsibility to make sure this is done, with the support of the Country/Region lead volunteers for Trainers and Training.

What is the purpose of this role?

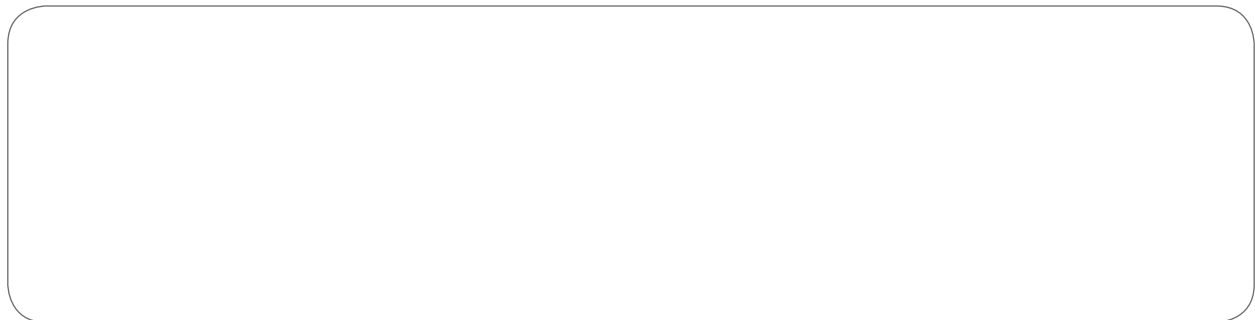
A Trainer is an inspiring, qualified volunteer who facilitates and delivers learning opportunities which motivate other volunteers and leaves them confident to apply the learning and deliver good guiding.

What will I do in the role?

The list below outlines the general responsibilities of a Trainer, but you will be working within a wider team and responsibilities may vary depending on different specialisms.

Trainer/Prospective Trainer

- Plan, deliver and evaluate high-quality bespoke learning opportunities to adult volunteers involved in Girlguiding.
- Support participants in understanding, learning and developing the skills and knowledge to deliver good guiding.
- Develop an appropriate support network and take part in a Trainer Support Group or equivalent.



Prospective Trainer

- Work with a designated Tutor to achieve all training, knowledge and skills needed for the Trainer Qualification.
- Attend relevant training for the role and deliver practical trainings as required.
- Keep records of all activities undertaken as a Prospective Trainer, to be submitted at the end of the process to demonstrate you are ready to qualify.
- Maintain good communication with your Tutor, reporting any potential challenges promptly and applying feedback and advice.

Trainer

- Ensure your skills and training are kept up to date and the Trainer Qualification is renewed every three years.

Being part of your local guiding area

- Be part of a local Girlguiding community, by attending meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with Trainers and other Girlguiding members as relevant.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.

Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

Promoting Girlguiding

- Promote a positive image of Girlguiding at public events and while taking part in activities outside the meeting place.

What will Girlguiding do for me?

- Provide a thorough and appropriate induction to the role and organisation.
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Provide guidance via *The Guiding Manual*.
- Provide support and development from fellow volunteers, including a local Commissioner and Girlguiding Advisers.
- Host meetings and events to share information at a local level.
- Reimburse agreed expenses (agreed locally and may differ around the UK).
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements.

Am I right for the role?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

Personal qualities

- An open and approachable manner.
- A high degree of personal integrity.
- Creativity and flexibility.
- A commitment to ongoing personal development and to supporting others' personal development.
- Good listening skills.

Skills and abilities

While these skills and abilities are not essential when starting, they should be developed as part of the role.

- Ability to work as part of a team.
- Excellent verbal and written communication skills.
- Ability to motivate and inspire adult volunteers.
- Ability to use and access the internet and email.
- Ability to use Microsoft Office, PowerPoint and/or other electronic presentation software.
- Willing to travel reasonable distances to deliver training, sometimes outside the local area.
- Willingness and ability to deliver training in the evenings and at weekends.
- Good organisation and time management skills.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

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