



**Caring**  
**Challenging Fun**  
**Empowering**  
**Inspiring Inclusive**

## Volunteer Role Description

### DISTRICT ASSISTANT

Would you like to use your excellent organisational skills to provide administrative support to your local guiding District Team and District Commissioner, in order to give more opportunities to girls and young women? Volunteering as a District Assistant could be for you!

**Role title/Alternative title:** .....

**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

# DISTRICT ASSISTANT

## Who can do this role?

District Assistants are women over 18 years old. They should already be, or be willing to become, a member of Girlguiding.

## Do I need a qualification?

You don't need a specific qualification to become a District Assistant; the District Commissioner may invite one or more member(s) of the District Team to become a District Assistant.

## What is the purpose of this role?

A District Assistant is a person to whom the District Commissioner assigns specific areas of responsibility, such as support and training of Leaders or representing specific areas of guiding - possibly a particular section.

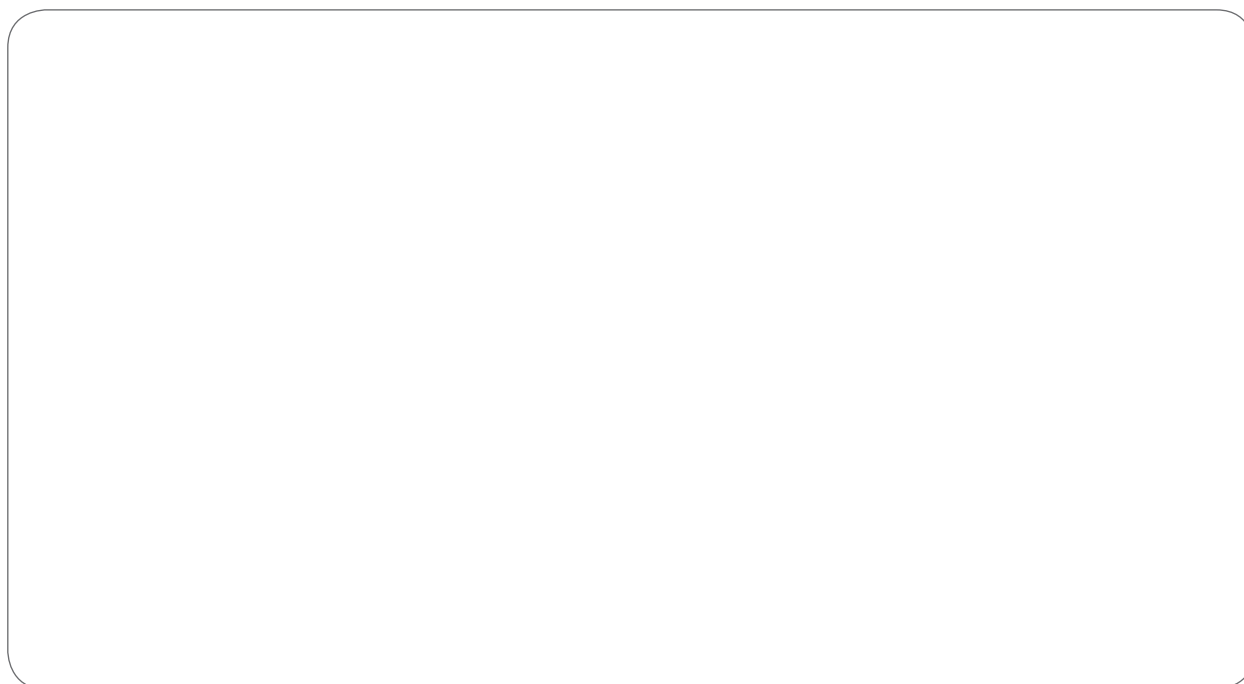
As a District Assistant you will provide support to the Commissioner and District Team, working together to share tasks and making the most of your collective skills.

## What will I do in the role?

The list below outlines the general responsibilities of a District Assistant, but you will be working within a wider team and responsibilities may vary depending on what specific support the District needs. As the District Commissioner may require an Assistant to work with her on a particular area, exact responsibilities of the role should be confirmed with your local Commissioner.

### General

- Provide support to the local Commissioner when needed.
- Work with others in the District Team, keeping each other up to date with local news and events.



### Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with the local Commissioner and other volunteers in your District.
- 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

- Represent the District at external events where possible.
- Promote a positive image of Girlguiding at public events.
- Familiarise yourself with Girlguiding's key messages and promote these in your external communications.

## 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?

Being a District Assistant provides vital support to your local team, helping girls and young women to experience how great Girlguiding can be. 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.
- Reliable and trustworthy.
- Creative and enthusiastic.
- A commitment to ongoing personal development.

### Skills and abilities

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

- Excellent communication skills.
- Ability to manage time and prioritise tasks.
- Good decision-making skills.
- Computer literate and comfortable with using databases and email.
- High level of organisation, and ability to work on your own initiative.
- Ability to work as part of a team.

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.

As this role works directly with young people, you will be required to complete a criminal record disclosure check, carried out by a local verifier.

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