



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

4 (PEER EDUCATION) COORDINATOR

Would you like to support volunteers and young people in your community to get the most out of the opportunities at Girlguiding and everything it has to offer? Becoming a Girlguiding 4 (Peer Education) Coordinator could be for you!

Role title:.....

Supported by (Country/Region):

Supported by (Country):.....

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

4 (PEER EDUCATION) COORDINATOR

Level: County/Country/Region

Who can do this role?

Coordinators 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?

You don't need a specific qualification to become a Coordinator and you will be provided with training on a particular subject depending on your specialism.

What is the purpose of this role?

A Coordinator is a designated point of contact for a particular element of the guiding programme: for qualifications, communications or for a particular event. A Coordinator is appointed by the relevant Commissioner and may not necessarily be a specialist. However, you should be able to use your excellent organisational skills to support girls and volunteers to access more opportunities for development, challenge and adventure.

Coordinators are responsible for ensuring that their area of specialism is organised and all relevant people are aware of their roles within that area. They will attend meetings and have regular contact with other Coordinators, teams at other levels and Leaders.

4, Girlguiding's peer education programme, empowers 14- to 25-year-old members to deliver activity-based sessions to Brownies, Guides and The Senior Section on topics which are important to their lives. These sessions are informative, fun and interactive, providing young members with the space to explore subjects in a safe, girl-led environment.

As a 4 (Peer Education) Coordinator you will work collaboratively with other team members to promote and support peer education in your area, organising appropriate training and coordinating relevant administrative processes in order to support the smooth running of the programme. You should be enthusiastic about how girls and young women can benefit from delivering and participating in peer education, and enjoy inspiring young members to become part of it.

What will I do in the role?

The list below outlines the general responsibilities of a 4 (Peer Education) Coordinator, but you will be working within a wider team and responsibilities may vary.

General

- Provide ongoing administrative support to the Country/Region or County by coordinating and organising matters related to peer education, often by email.
- Lead on the day-to-day tasks in managing your area of expertise, working with the local Commissioner and Advisers on implementing activity.
- Demonstrate a working knowledge of and enthusiasm for your specialism.
- Support Peer Educators to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme.
- Attend level-specific meetings and events as appropriate.
- Ensure there are adequate training opportunities within your specific area of expertise.
- Administer any applicable training or qualifications in your area of responsibility.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.
- Complete relevant training for the role and ensure the wider team's skills are up to date.
- Manage a local budget, liaising with the level Treasurer and Commissioner as necessary.
- Develop and implement a local plan for 4 (peer education) in the context of the national operation of the programme.
- Raise awareness of 4 (peer education) throughout the area, using appropriate communication channels to promote trainings, topics and sessions.
- Gather feedback on the effectiveness of sessions, monitor whether peer education is put into practice, and use the *Learning to Lead* resource.

Country/Region 4 Coordinator

- Support County 4 Coordinators by providing relevant information and updates, and help with queries and issues.
- Identify and develop potential '4 trainers' to deliver peer education trainings within the Region.
- As below, if no County Coordinator is in post.

County 4 Coordinator

- Directly support Peer Educators by signposting them towards resources and trainings.
- Be enthusiastic and encouraging to young women taking on Peer Educator roles; give administrative and practical support as well as help with any issues.
- Develop a local communication tool for Peer Educators, providing links across the region.

Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local team meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with the local Commissioner, relevant Advisers/ Coordinators, Trainers and Lead Volunteers for 4 (Peer Education).
- Develop clear communication with Peer Educators within the area, providing support and encouragement in their role.
- Maintain clear channels of communication with other members within your designated area.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Promote and encourage members to engage in different development opportunities available within your area of specialism.

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 County or Country/Region at 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.
- 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?

Girlguiding Advisers and Coordinators provide essential support to help members get the most out of the Girlguiding programme and promote our activities. 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.
- Passionate about the aims of peer education and the benefits of peer support for young women.

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 communication skills.
- Desire to motivate and inspire girls and young women from a broad range of backgrounds.
- Ability to motivate and inspire adult volunteers and young adult members.

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.