



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

TRAINER QUALIFICATION (TQ) 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 TQ Coordinator could be for you!

Role 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

TRAINER QUALIFICATION COORDINATOR

Level: Country/Region

Who can do this role?

Trainer Qualification (TQ) Coordinators can be any adult over 18 years old. They should already be a member of Girlguiding, and be an experienced Trainer, Tutor and Reviewer.

Do I need a qualification?

To become a Trainer Qualification (TQ) Coordinator, you will need to have completed the Girlguiding Trainer Qualification, including Module 5.

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. 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. As a Coordinator, you will attend meetings and have regular contact with other Coordinators, teams at other levels and Leaders.

The Country or Region Trainer Qualification Coordinator is responsible for overseeing the training of Prospective Trainers. You will offer support to active Tutors and Reviewers as they assist their Prospective Trainers to achieve their Trainer Qualification.

What will I do in the role?

The list below outlines the general responsibilities of a TQ Coordinator, but you will be working within a wider team and responsibilities may vary.

General

- Provide ongoing administrative support to the Country/Region by coordinating and organising matters related to the TQ, often by email.
- Lead on the day-to-day tasks in managing your area of expertise, working with and supporting the local Commissioner and Advisers on implementing activity.
- Support the Commissioner, where necessary, to appoint a team of Reviewers for the Country/Region.
- Demonstrate good knowledge of and enthusiasm for your specialism.
- Support Leaders 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, including two full-day meetings in London per year.
- Keep up to date with new resources and/or programme initiatives, and use them as appropriate.
- Allocate Tutors to their Prospective Trainers and allocate a Reviewer to each partnership.
- Ensure that Prospective Trainer, Trainer, Tutor and Reviewer roles are recorded appropriately on Go!
- Ensure that Reviewers and Tutors receive the necessary training and support to carry out their role.
- Identify the training needs of Prospective Trainers, Tutors and Reviewers by reviewing their Personal Development Plans at least annually and arranging training as required.
- Design and implement quality assurance systems for the Country/Region, which ensure national objectives are met and consistency and standardisation are achieved.
- Ensure that all the necessary records are maintained.

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 and relevant Advisers/Coordinators.
- 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.
- Demonstrate an understanding of Girlguiding's training and the Trainer Qualification.
- Have an understanding of the Girlguiding Reviewer and Tutor roles.
- Liaise with the Girlguiding Volunteer Development Team and submit relevant information about training activities on request.

Promoting Girlguiding

- Represent the Division, 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 and a National Lead Volunteer.
- Host meetings and events to share information at a local, and national where appropriate, 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.

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.
- Ability to use and access the Internet and email.
- Confidence to have challenging conversations.
- Ability to delegate.
- Ability to prioritise.
- 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.