



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

OCCASIONAL HELPER

Would you like to work with girls and young women to make a difference in your community while developing your skills and making new friends? Volunteering with Girlguiding could be for you!

Role title:.....

Section specialism:

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

OCCASIONAL HELPER (UNIT)

Volunteer Role Description

Who can do this role?

Any adult aged 18 or over can be an Occasional Helper.

Do I need a qualification?

Occasional Helpers do not require a specific Girlguiding qualification. They do not need to become Girlguiding members, but are recorded on GO (our online database) and are attached to a unit.

What is the purpose of this role?

To help give girls opportunities for fun, friendship, challenge and adventure! Occasional Helpers usually work with other volunteers to assist in delivering a high-quality programme to the girls and young women in the unit, while ensuring the safety of the unit members.

Occasional Helpers assist in running units (groups) of Rainbows, Brownies, Guides and The Senior Section, on an ad-hoc basis. Occasional Helpers can take part in guiding up to three times a month (more frequent involvement would require a Unit Helper role). You will be supported by at least one Unit Leader, Assistant Leaders, Young Leaders and other Unit Helpers and Occasional Helpers.

Occasional Helpers will have opportunities for 'on-the-job' learning and development.

What will I do in the role?

Running the unit

By the nature of the role, Occasional Helpers will join the Leadership Team on an infrequent basis, no more than three times in a month. You will be supported by the regular Unit Leader, Assistant Leader and Unit Helpers.

The responsibilities below will be shared among the Unit Leadership Team. As an Occasional Helper you will work with others in the team to make the most of the skills and time you are able to give.

- Provide a safe girl-only space where girls and young women can discover their full potential.
- Provide support to members of the unit and the Unit Leadership Team.
- Take an active role in creating and delivering an accessible and inclusive programme, based on the Girlguiding programme for your section.
- Encourage and support the members of the unit in making decisions within the unit and the wider Girlguiding community.
- Develop and maintain clear communications with the Unit Leader and other members of the Leadership Team.
- Maintain clear communication with parents and carers.
- Be willing to participate in any relevant 'on-the-job' training for the role.
- Comply with current Girlguiding policies and regulations.

Being part of your local guiding area

- Be part of a local Girlguiding community, maintaining a good relationship with other volunteers.
- Encourage more girls to join Girlguiding and support girls as they move on to the next section.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.

Being part of Girlguiding

- 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 both are 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 'on-the-job' training opportunities.
- 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?

Occasional Helpers are key in supporting girls and young women to experience how great Girlguiding can be. While we can offer you support in your role we would expect you to possess the personal qualities outlined below.

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- Committed to ongoing personal development.
- Fun-loving.
- A sense of humour.
- Enjoys working with young people.

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.