



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

## Volunteer Role Description

### COUNTRY/REGION INTERNATIONAL ADVISER

Would you like to support volunteers in your community to get the most out of the opportunities at Girlguiding and everything it has to offer? Becoming a Girlguiding Country/Region International Adviser could be for you!

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

**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

# INTERNATIONAL ADVISER

**Level: Country/Region**

## Who can do this role?

International Advisers 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?

As Country/Region International Adviser, you should hold the Travelling Abroad module of the Girlguiding Going Away with Scheme and therefore have experience of taking girls and young women abroad.

## What is the purpose of this role?

An Adviser is a specialist in a particular field of the guiding programme. An Adviser will advise, motivate and communicate information about the specialism to the Division, County or Country/Region Team and other guiding members, giving more girls and volunteers ways to access opportunities for development, challenge and adventure.

Advisers are often responsible for helping to create opportunities for events and take an active part in the wider team. As an Adviser, you will attend meetings and have regular contact with other Advisers, teams at other levels and Leaders.

Country/Region International Advisers play a key role in leading and promoting activities in their Country/Region which open the eyes of members to our unique worldwide organisation. Working with other International Advisers at different levels, they encourage Leaders to offer international opportunities to young members and provide support. The consultation on Girlguiding's strategy for 2015-2020 revealed that members of all ages would like to travel abroad with guiding, and International Advisers are essential in making that offer possible.

## What will I do in the role?

The list below outlines the general responsibilities of an Adviser, but you will be working within a wider team and responsibilities may vary with the different Adviser specialisms. The Country/Region International Adviser will usually head a team of County International Advisers and encourage them to share some parts of the role as appropriate.

### General

- Provide ongoing support to the Country/Region, County or Division by giving advice and answering specific queries, often by email.
- Demonstrate a working knowledge of and enthusiasm for your specialism.
- Become an expert in your specialism, use your knowledge to solve problems and promote the advantages of your area of the guiding programme.
- 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, conference calls and events as appropriate.
- Administer any applicable training or qualifications in your area of responsibility.
- Keep up to date with new resources and programme initiatives, and use and cascade information as appropriate, communicating to all relevant stakeholders.
- Take an active role in relevant committees within the Country/Region as required.
- Set a budget for international activities organised at Country/Region level and manage this. (Note: in some Countries/Regions this may be the responsibility of a staff member.)
- Set a calendar of international activities for the Country/Region.
- Source suitable projects and/or trips for Country/Region opportunities.
- Offer a range of international guiding residential experiences that broaden the horizons of members and offer an appropriate level of challenge.
- Encourage Leaders to offer inclusive and accessible activities, working within the guiding programme, which open the eyes of members of all sections to World Guiding.

- Coordinate, along with the Country/Region Trainer Coordinator, delivery of the Travelling Abroad Training Programme, ensuring that trainings are available to Leaders on a regular basis and promoting these as opportunities to gain the skills and confidence to take girls overseas.
- Share information as needed with Girlguiding's national-level International Team on Country/Region trips and international camps.
- Assist the Leaders of Country/Region trips with problem solving, engaging with Assistant Leaders, parents and participants as required.
- Collate statistics on members from the Country/Region who travel abroad, and report these to Girlguiding at national level. Collate reports from international travellers for use in promoting international opportunities, including via newsletters.
- Coordinate arrangements for any visits from other WAGGGS (World Association of Girl Guides and Girl Scouts) members to the Country/Region.
- Coordinate the delivery of the ICE (International Community Experience) programme within the Country/Region, if it is part of their international offer.

### **Being part of your local guiding area**

- Run an annual event to recruit Leaders and girls for international trips organised at Country/Region level, ensuring it is promoted widely to eligible members and is accessible to any member who would wish to take part.
- Be responsible for forming the teams of Leaders and girls taking part in Country/Region international trips, and for running briefing and debriefing events.
- Support County International Advisers, meeting them regularly to share best practice.
- Ensure there is support available to girls and Leaders from the Country/Region taking part in international trips in all aspects of their preparations, including fundraising.
- Support the Country/Region ICE leadership team where relevant.
- Maintain clear communications with County Commissioners and County International Advisers, supporting them with queries about Residential Event Notification forms and other international matters.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Promote GOLD (Guiding Overseas Linked with Development) and the 'Going for GOLD' selection event throughout the Country or Region.
- Support Country/Region participants in GOLD projects.
- Work with the Deputy GOLD Coordinator to utilise the skills and experience of members who have completed GOLD projects in suitable ways to enable the promotion of international opportunities and also to further develop those members.

### **Being part of Girlguiding**

- Be committed to undertaking relevant training, or equivalent.
- 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.
- Actively use the national-level Yahoo Group for Country/Region International Advisers.
- Have a working understanding of fundraising approaches and knowledge of national and Country/Region grants that are available to support members.

### **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.
- 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 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 lead, and 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.

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.