

Volunteer role description

County ID verifier coordinator

Why we love this role:

We rely on our ID verifier coordinators to support the safe vetting and recruitment of hundreds of volunteers every year. They help our ID verifiers to make sure we provide safe, fun and memorable experiences to girls and young women all over the UK.

As county ID verifier coordinator, you'll use your organisational skills to support ID verifiers. ID verifiers check and verify a volunteer's identity documentation for criminal disclosure checks during the recruitment process.

Some of what you'll do:

Here's a snapshot of what your role may look like, but remember you'll be working as part of a bigger team and your responsibilities will vary:

- a) Be a point of contact for ID verifiers within your county.
- b) Be responsible for making sure ID verifiers within your county get the support and training they need.
- c) Work closely with ID verifiers in your area, as well as the county GO coordinator and commissioners.
- d) Follow our [recruitment and vetting policy](#), and make sure others do too.
- e) Follow our [managing information policy](#), and treat all information confidentially.

What training and support will you get?

As county ID verifier coordinator, you'll only work with adult volunteers. As this role isn't in direct unsupervised contact with our girls and young women, you won't need to complete a criminal disclosure check.

However, if you'd also like to be an ID verifier (please see the [ID verifier role description](#)) within your local guiding area, you'll need to complete one. This is because you may be asked to carry out an ID verification with young volunteers, and this requires a criminal disclosure check.

What skills, qualities, knowledge and experience do you need?

- ☒ Previously holding an ID verifier role is preferable, but not essential.
- ☒ You should have a commitment to Girlguiding and our values – caring, challenging, empowering, fun, inclusive and inspiring.
- ☒ You should be able to deal with sensitive and confidential information.
- ☒ You should be willing to learn and share your skills.

- ☒ You should be a team player with good people skills. We look for people who are supportive, open, approachable and able to manage a variety of people.
- ☒ You should have good communication and listening skills and be able to problem solve and share ideas.
- ☒ You should be confident using IT systems like databases and Excel spreadsheets.
- ☒ You should have good attention to detail.

What skills will you gain?

- You'll learn about systems and data management.
- You'll learn about criminal record disclosure processes.
- You'll gain an understanding of how guiding is delivered in units, districts, divisions, counties and countries and regions.

As county ID verifier coordinator, Girlguiding's systems and support team will be available to support you.

What's it like to be a county ID verifier coordinator?

Here's an insight from one of our volunteers currently in the role:

'In my role as county ID verifier coordinator, I'm often answering DBS related queries from ID verifiers and commissioners in my county. Occasionally I'm asked to give a report to my county executive team and division commissioners. This is about queries relating to volunteer DBS checks being processed across the county, and I'm able to get this data from GO and the disclosures system. I have also run workshops in my county for ID verifiers and commissioners about how to process DBS checks.

Supporting guiding's safe recruitment of volunteers to provide girls lifelong experiences is personally rewarding'.

Quick requirement check
<p>1. Criminal disclosure check: no</p> <p>2. A safe space level: 1</p> <p>3. Attends meetings: no</p>

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support disabled volunteers, so they have access to the same opportunities and experiences as non-disabled volunteers.

Please note this is a volunteer role and doesn't form part of any contract of employment.