**Girlguiding trading lead volunteer**

**Remit**

Girlguiding’s trading lead volunteer ensures that the voice of trading (the commercial trading arm for the Girlguiding charity) is heard and part of discussions. They also provide insight and process development ideas and general opportunities to improve how trading can better communicate and collaborate with all volunteers. This role provides support to the trading team, across all manners of the operation including distribution channels (including volunteer shops), product development, and key areas of importance for trading and the wider association.

**Term of office**

The role is for 3 years, with the possible extension of up to 2 additional years.

**Responsibilities**

1. Being a key 'point of contact’ / link between country and region teams, trading & HQ.
2. To initially support the trading change programme with focus on the distribution channels (including volunteer shop) review and product development.
3. Participate in regular meetings, sharing volunteer insight, perspectives and collating information to support projects with a key emphasis on facilitating and driving engagement opportunities with all volunteers.
4. Participate as a project board member for (procurement, branding & distribution) work streams for the trading change programme.
5. Help shape the trading lead volunteer role for the future.
6. To review and provide feedback on trading focused communications and any appropriate strategy to all volunteers.
7. To support delivery and engagement through workshops, training sessions and focus groups (virtual or in-person)

**Reporting and accountability**

This role will report to the deputy chief guide, and work with the head of trading and other officers.

Please note, you aren’t required to make every single team meeting, and we’re happy to move meetings to accommodate your schedule. We’re also happy to consider job sharing for this role.    

**Skills, knowledge and experience**

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| --- | --- | --- |
| **Experience of** | **Essential** | **Desirable** |
| Being a Girlguiding volunteer | ü |  |
| An understanding and range of experiences withing the structure of Girlguiding from local to national level | ü |  |
| Planning and executing communications campaigns across multiple channels, including digital |  | ü |
| Working in a commercial retail environment | ü |  |
| Handling confidential and sensitive information | ü |  |
| **Knowledge of** | **Essential** | **Desirable** |
| The current Girlguiding programme | ü |  |
| Girlguiding’s structure and volunteering opportunities | ü |  |
| Girlguiding’s volunteer shop setup and network | ü |  |
| Girlguiding’s parent and girl audiences | ü |  |
| Supply chain and procurement | ü |  |
| **Skills** | **Essential** | **Desirable** |
| Ability to inspire and motivate others | ü |  |
| Willingness and ability to collaborate with Girlguiding staff and other volunteers | ü |  |
| Regular access to, and the ability to use, email and Microsoft Teams | ü |  |
| Ability to provide support and guidance to others | ü |  |
| Ability to manage time and maintain focus on priorities | ü |  |