



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

## Volunteer Role Description

### TRAINER QUALIFICATION TUTOR

Could you support and motivate fellow volunteers to learn the skills and acquire the knowledge to deliver high-quality training and motivate others? Volunteering as a Girlguiding Trainer Qualification Tutor could be for you!

**Role title:**.....

**Specialism 1:**.....

**Specialism 2:**.....

**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 TUTOR

## Who can do this role?

A Trainer Qualification Tutor can be any adult over 18 years old, but must already be an experienced Girlguiding Trainer.

## Do I need a qualification?

To become a Tutor, you must have completed the Girlguiding Trainer Qualification, be an experienced Trainer for Girlguiding and be appointed by your Country/Region Chief Commissioner. You will be required to attend a Tutor training session, and keep your skills up to date by attending ongoing training and networking events with other Tutors.

## What is the purpose of this role?

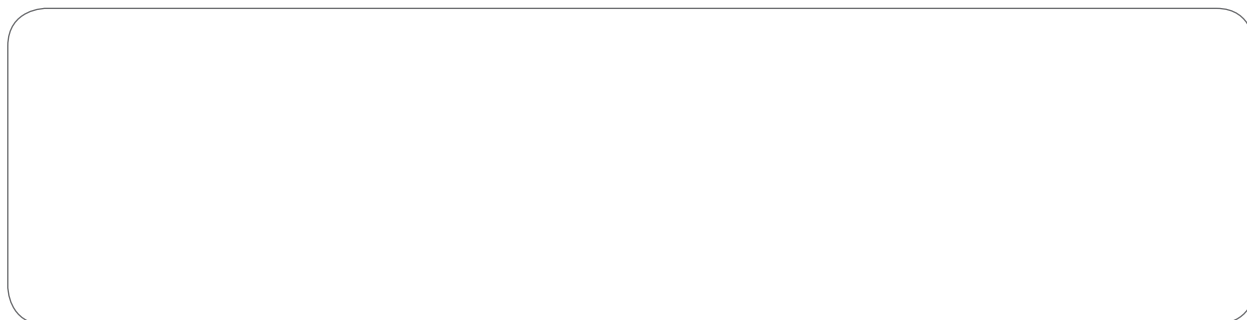
A Trainer Qualification Tutor ensures that a Prospective Trainer acquires the necessary skills, knowledge, attitude and behaviour to train within Girlguiding. A Tutor is an inspiring Trainer, who is able to use their knowledge and experience to motivate, support and assist a Prospective Trainer.

## What will I do in the role?

The list below outlines the general responsibilities of a Trainer Qualification Tutor, but you will be working within a wider team and responsibilities may vary depending on different specialisms.

### General

- Ensure a Prospective Trainer acquires all the necessary skills, knowledge, attitude and behaviour to achieve their Trainer Qualification.
- Maintain good communication with the Prospective Trainer, sharing training knowledge and resources.
- Meet the Prospective Trainer regularly in person and/or via Skype/phone to discuss their progress and their next steps in the Trainer Qualification process.
- Attend Prospective Trainers' sessions to observe and give feedback for their development and as evidence for their Trainer Qualification.
- Help the Prospective Trainer prepare their Personal Development Plan, find suitable and appropriate training opportunities, help prepare training sessions and sign off the qualification clauses.
- Monitor and evaluate the Prospective Trainer's progress regularly.
- Introduce the Prospective Trainer to a suitable support network and to other local Trainers.
- Motivate, support and encourage the Prospective Trainer in successfully gaining their qualification.
- Provide updates and feedback to a designated Reviewer, maintaining good communication.



### Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with the local Commissioner, if required.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.

## 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.

## 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 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 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?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. 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.
- A high degree of personal integrity.
- A commitment to ongoing personal development and to supporting others' personal development.
- Good listening skills.

### Skills and abilities

While these skills and abilities are not essential when starting, they should be developed as part of the role.

- Excellent verbal and written communication skills.
- Ability to motivate and inspire adult volunteers.
- Ability to advise, guide and encourage problem-solving.
- Ability to give constructive feedback.
- Ability to use and access the internet and email.
- Willingness to travel to support and observe Prospective Trainers.
- Good attention to detail.
- 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.