

# Volunteer role information

## Leaders, assistant leaders and leaders-in-training



WE DISCOVER, WE GROW

Girlguiding

### Why Girlguiding?

Become an inspiring role model for our members - and help empower girls to be their best. Join the 100,000 amazing volunteers and supporters who make a real difference to nearly half a million girls and young women.

Our weekly unit meetings are at the heart of Girlguiding. When you volunteer at them you'll have fun, get messy, meet new people and run activities that help our members discover their potential.

You can choose to work with girls in Rainbows, Brownies, Guides or Rangers, and you'll be volunteering directly with them. Unit meetings are usually an hour to an hour and a half once a week.

### Why we love these roles:

As a unit leader, assistant leader or leader-in-training you'll join a team of volunteers to run the unit, plan meetings, and deliver awesome activities. If you'd like to become a leader, we'll support you to complete our leadership qualification.

### Some of what you'll do:

Each unit leadership team does things a little differently. Here are some of the activities that are part of being in the team:

- Help plan and deliver activities which are based on our [Girlguiding programme](#). These are accessible and inclusive. Often they're planned by volunteers and girls at the beginning of term
- You'll go to your unit meeting each week and run activities with the girls and other volunteers
- Safeguarding is at the heart of everything we do at Girlguiding, so you'll help provide a safe, girl-only space where every girl and young woman can take part
- You'll also be keeping up the Doing Our Best standards for your unit
- You'll complete training for the role and follow Girlguiding policies
- You may be a trustee for the unit, which means that you have more responsibilities
- Your whole unit leadership team decides who keeps the accounts and unit records. But you may have overall responsibility, especially if you have a small team (even if your unit has an administrator)
- You might communicate with parents, carers and other Girlguiding volunteers
- Leaders usually spend two to five hours a week outside of the unit time on the role (depending on how the unit responsibilities are shared and what activities are planned). This might include contacting new members or going to district meetings
- Leaders share issues and concerns with local commissioners

Not quite the right role for you? If this doesn't seem like the right fit, have a look at the unit helper, or unit administrator role.

And if you're under 18 and want to help run meetings, check out the young leader role description.

## What training and support do you get?

- We'll give you a thorough induction to your role and to Girlguiding
- You'll have lots of training opportunities - including e-learning, face to face training and live online classrooms that you can do from home
- When you start your Leadership qualification you'll have a volunteer mentor to help you through the qualification
- You'll have a great support network from your fellow volunteers, including a local commissioner and Girlguiding advisers
- And there are regular meetings and events to share information
- We reimburse agreed expenses (agreed locally, so these may differ across Girlguiding)
- Girlguiding has a clear complaints procedure and support to help sort out problems or disagreements

Our Girlguiding website is full of information to help you in your role.

## What qualifications do you need?

To start, you'll need to become a member, complete your Level 1, 2 and 3 A Safe Space, and hold a valid disclosure check.

And remember, if you'd like to become a leader, you'll be supported to complete our Leadership qualification.

There must be a level 3 A Safe Space holder at every unit meeting. In order to give units maximum flexibility it is recommended that all Leaders, Assistant Leaders and Leaders in training hold Level 3, but this is not a mandatory requirement.

## What skills and attributes do you need?

- ✓ **Flexibility**  
You need to change your plans according to the needs of the girls.
- ✓ **Willingness to get involved**  
To take part in a team and activities.
- ✓ **Teamwork**  
Be able to work with others and share tasks and responsibilities.
- ✓ **Personal and digital communication skills**  
You'll have a part in communicating with parents and other volunteers in your district.
- ✓ **Attention to detail**  
Some tasks, like updating or overseeing the accounts, need your diligence, although there will be a great team to support you.
- ✓ **Willingness to learn**  
Learning as you go to keep your skills fresh.

## A week in the life...

My fellow leaders and I get together at the beginning of term and put together a plan. This is normally over a pizza at someone's house! Then each leader has a week when they're responsible for bringing in the supplies. If it's my week I'll pick up the bits and bobs on the weekend for our meeting on Tuesdays. I'll let the other leaders know in our WhatsApp group anything they need to prepare, and I'll remind them of the plan for that week. When it's not my week I'll check the group and show up about 15 minutes before the meeting. Each meeting tends to be a bit different but we do a mixture from the programme and also whatever games the girls want to play. After each meeting we clear up and double check the schedule and the plan for the next week. One person will normally volunteer to track the girls progress and we take turns looking after our inbox.

We have a unit administrator who handles our finances. I give them my receipts and I'll normally get paid back within about a week.

### Quick requirement check

1. Disclosure check: **enhanced**
2. A Safe Space Level: **1, 2 and 3**
3. Attends meetings: **yes**

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We also welcome volunteers of all ages 18+. 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 does not form part of any contract of employment.