



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

ASSISTANT LEADER/LEADER IN TRAINING

Would you like to work with girls and young women to make a difference in your community while developing your skills and making new friends? Volunteering with Girlguiding could be for you!

Role title:.....

Section 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

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Who can do this role?

Assistant Leaders are women aged 18 or over. They need to be, or must be willing to become, a member of Girlguiding.

Do I need a qualification?

If you decide to become an Assistant leader, you will work towards your Girlguiding Leadership Qualification. An Assistant leader needs to complete three modules that cover: your role in the unit (specific to the section you will be working with: Rainbows, Brownies, Guides or Rangers); your role in Girlguiding; and safety and unit administration. While working towards the qualification you will hold the role of Leader in Training, and will be supported in your training by a Mentor, your local commissioner and other leaders in your local area.

What is the purpose of this role?

To give girls opportunities for fun, friendship, challenge and adventure! Assistant leaders usually work with other volunteers to deliver a high-quality programme to the girls and young women in the unit, ensure the safety of the unit members and oversee the administration of the unit.

Assistant Leaders work as part of a Unit Leadership Team that includes at least one Unit leader, and may include other Assistant leaders, Young leaders and unit helpers. Units are grouped together into local areas called districts or divisions, and all leaders in the area are supported by a volunteer manager called a district or division commissioner.

Assistant leaders take part in learning and development opportunities both 'on the job' and through formal and informal training sessions.

What will I do in the role?

Running the unit

The responsibilities below will be shared among the Unit Leadership Team. As an Assistant leader you will work with others in the team to make the most of the skills and time you are able to give.

- Provide a safe girl-only space where girls and young women can discover their full potential and encourage them to be a powerful force for good.
- Provide ongoing leadership and support to members of the unit.
- Take an active role in creating and delivering an accessible and inclusive programme, based on the Girlguiding programme for your section.
- Encourage and support the members of the unit in making decisions within the unit and the wider Girlguiding community.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.
- Complete relevant training for the role, keeping your skills up to date.
- Comply with current Girlguiding policies and regulations.
- Maintain clear communication with parents and carers and gain all necessary permissions for activities.
- Support the Unit Leader to ensure all activity instructors/visitors to the unit meet the requirements as laid out in *The Guiding Manual*.
- Provide an initial response to any concerns or complaints from girls and young women or their parents/carers, following the Girlguiding Safeguarding Policy and escalating issues to the Unit leader if appropriate.

Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local leader meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communication with the local commissioner.
- Encourage more girls to join Girlguiding and support girls as they move on to the next section.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Support the development of Young leaders and young volunteers to enable them to access the opportunities available to them as members of Girlguiding.

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 both are 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, Girlguiding advisers, and a Mentor while working towards the Leadership Qualification.
- 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?

Being an Assistant Leader is one of the key roles that support girls and young women to experience how great Girlguiding can be. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- Committed to ongoing personal development.
- Fun-loving.
- A sense of humour.
- Enjoys working with young people.

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.

As this role works directly with young people, you will be required to complete a criminal record disclosure check, carried out by a local verifier.

Please note this is a volunteer role; this role description does not form part of any contract of employment.