



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

Volunteer Role Description

ADVISER

Would you like to support young members within BGO to get the most out of the BGO and national Girlguiding opportunities, challenges and adventure? Becoming the Girlguiding young member on the BGO executive committee could be for you if so!

Role title: Young member on BGO executive committee

Supported by: A senior member of the BGO executive committee

Suggested time commitment: at least one virtual and one face to face meeting per year + preparation time

Length of time in role: 2 years

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 as well as overseas, 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. Girlguiding wants their young members to have active decision making roles too so 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

Young member on the BGO executive committee

Who can do this role?

The BGO Young member on the executive committee can be any adult between 18 and 26 years old. They should already be, or be willing to become, a member of Girlguiding. Ideally the applicant will be resident within British Girlguiding Overseas at the time of appointment, although this role is open to BGO members who are at university in the UK.

Do I need a qualification?

You don't need a specific qualification to become the young member on the BGO exec. However, enthusiasm for guiding and good communication skills are essential. You will need to undergo an international disclosure check if you have not had one.

What is the purpose of this role?

The main purpose of this role is to advise the other members of the executive on the opportunities that BGO girls and young women want. You are also encouraged to bring any thoughts and suggestions that BGO girls and young women have on Girlguiding programme and challenges to committee meetings. You will communicate with our BGO younger members, to let them know more about ways to access opportunities for development, challenge and adventure.

As BGO young executive member, you will have regular contact with the BGO Chief Commissioner and other Advisers in the BGO areas.

What will I do in the role?

The list below outlines the general responsibilities of the BGO young executive member, but you will be working within a wider team and responsibilities may vary with the different BGO specialisms. The BGO young executive member may support County young executive members if such exist.

General

- ⌘ Proactively communicate with all BGO girls and young women to obtain their views on the Girlguiding programme, opportunities and requests to bring these to BGO executive meetings
- ⌘ Demonstrate enthusiasm and excellent communication skills
- ⌘ Attend BGO executive meetings as a voting member
- ⌘ Attend BGO events as appropriate.
- ⌘ Feedback information from the BGO executive meeting to BGO girls and young women (if appropriate)
- ⌘ Keep up to date with new resources and programme initiatives, use and cascade information as appropriate, communicating with all relevant stakeholders.
- ⌘ Keep up to date with opportunities for young women (eg; British Youth Council, Girlguiding Council members, advocacy, Action for Change..) and cascade information to BGO young women.
- ⌘ Actively support the Queens Guide Advisor in inspiring girls and young women in BGO to do the Queens Guide award.
- ⌘ Actively support the International Advisor in inspiring girls and young women to apply for GOLD and other national international opportunities
- ⌘ Actively support the Peer Educator coordinator in inspiring young women to become Peer Educators.
- ⌘ Actively encourage older Guides and Rangers to become Young Leaders.
- ⌘ Be part of a BGO task and finish project group (this can be to help prepare the bi-annual BGO event, a PR project....)
- ⌘ Promote what you are doing/have done as BGO young executive member via the BGO newsletter and social media channels.

Being part of your local guiding area (where possible)

- ⌘ Be part of a local Girlguiding community, by attending local team meetings and maintaining a good relationship with other volunteers.
- ⌘ Develop and maintain clear communications with the local Commissioner and relevant Advisers/Coordinators.
- ⌘ Maintain clear channels of communication with other members.
- ⌘ Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- ⌘ Promote, and encourage members to engage in, different development opportunities.

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

- ⌘ Represent BGO at events where possible.
- ⌘ Promote a positive image of Girlguiding at public events.
- ⌘ Familiarise yourself with Girlguiding's key messages and promote these in your external communications.

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 website.
- ⌘ Provide support and development from fellow volunteers, including a local Commissioner.
- ⌘ Host meetings and events to share information at a local level.
- ⌘ Reimburse agreed expenses (agreed by BGO).
- ⌘ Provide references.
- ⌘ Provide a clear complaints procedure and support to resolve problems or disagreements.

Am I right for the role?

Girlguiding Advisers and Coordinators provide essential support to help members get the most out of the Girlguiding programme and promote our activities. 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.
- ⌘ Reliable and trustworthy.
- ⌘ Creative and enthusiastic.
- ⌘ A commitment to ongoing personal development.

Skills and abilities

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

- ⌘ Ability to work as part of a team.
- ⌘ Excellent communication skills.
- ⌘ Desire to motivate and inspire girls and young women from a broad range of backgrounds.
- ⌘ Ability to guide alongside adult volunteers.

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.

Please note:

Interviews for this role will be held during week commencing 24th Aug 2020.