

# Volunteer role information

## GO coordinator

### Why Girlguiding?

Join our amazing volunteers and supporters already making a huge difference to nearly half a million girls and young women.

As GO coordinator you'll help volunteers make the most of GO (Guiding Organiser), Girlguiding's membership database. We use GO to record and manage information about our members and volunteers.

### Why do we love this role?

This is a vital and very satisfying role supporting and working closely with other volunteers. Doing everything from helping people to use GO effectively to giving updates to your county executive team, you'll be empowering your fellow volunteers to be their best and keep our important system up-to-date.

### Some of what you'll do:

- You'll be the first point of contact for GO queries in your county. You'll also promote GO as a tool and work with commissioners and other volunteers to help users become confident with the system.
- Checking the information on GO is correct and up-to-date and making sure data cleansing happens regularly is another key part of the role. You'll use GO to run data reports.
- You'll also keep up-to-date with changes in policies, procedures and systems.

### What support do you get?

- Girlguiding's Membership Systems team and GO help resources will be available to support you.

### What skills do you need?

- Be committed to Girlguiding and its values - caring, challenging, empowering, fun, inclusive and inspiring
- Be able to deal with sensitive and confidential information
- Be willing to learn and share your skills
- Be a team player with good people skills - being supportive, open, approachable and able to manage a variety of people
- Have good communication and listening skills - to problem solve and share ideas
- Be confident using IT systems like databases and Excel spreadsheets
- Have good attention to detail

## Skills you'll gain:

- Knowledge of systems and data management
- Understanding of how guiding is delivered in units, districts, divisions, counties and countries/regions

### A week in the life of...

No two days are the same for a GO coordinator. Often you'll be answering queries from commissioners and other volunteers about how to do things in GO and how to navigate the system. Occasionally you'll give a report to your county executive team about GO updates and things like which volunteers need to complete training. You could run workshops for volunteers about how to use GO. You might also regularly update volunteer awards and training records in GO. You'll find that supporting other volunteers is very rewarding.

### Quick requirement check

1. Disclosure check: **No**
  2. A Safe Space Level: **1**
- As GO coordinator you'll only work with adult volunteers.**
3. Attends meetings: **No**

If you are interested in this role, contact your county commissioner.

We're keen to hear from volunteers aged 18-plus of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. 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.