

Volunteer role information

Leader in training coordinator

Why Girlguiding?

Become an inspiring role model for our members, and help empower girls to be their best. Join the 80,000 amazing volunteers and supporters who make a real difference to nearly half a million girls and young women.

Why we love this role:

We're passionate about enabling women to take on leadership roles in Girlguiding – and this role is fundamental to making that happen.

Unit leaders play a key role in guiding, enabling us to deliver our programme to girls and young women across the organisation. Over 10,000 women work towards completing their leadership training each year.

As a leader in training coordinator you'll be supporting leaders in training. You'll match them with their mentor and monitor their progress through the Leader development programme as they train to become unit leaders.

Some of what you'll do:

As a leader in training coordinator you'll work as part of a county team to make sure leaders in training have the right support to become a unit leader.

More specifically, this means you'll:

- Match leaders in training with a mentor
- Encourage more volunteers to become mentors
- Brief and support mentors
- Monitor the progress of leaders in training, using our online learning platform
- Approve observation records
- Liaise with the training team about learning needs
- Sign off completion of the Leader Development programme
- Give admin support to country/region, county or division for the Leader Development programme
- Support leaders in training to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme
- Attend meetings and events as appropriate
- Keep up to date with and use new resources and initiatives
- Complete training for the role, and make sure the wider team's skills are up to date

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
- Your county commissioner, who looks after the role, should meet with or update you regularly to keep you informed and build a supportive partnership.
- We have a clear complaints procedure to help sort out any problems or disagreements

You'll find lots of information to help you in your role on our Girlguiding website.

What skills do you need?

- ✓ **Motivation**
To inspire adult volunteers.
- ✓ **Great planning**
To prioritise and plan work effectively.
- ✓ The ability to use our digital learning platform (after training), including running reports.
- ✓ A commitment to personal development.
- ✓ **An openness to innovation**
To be flexible and welcome new approaches.
- ✓ Strong communication and listening skills.
- ✓ **People and team skills**
To build positive working relationships with diverse groups of people.
- ✓ **Admin skills**
To access and use digital platforms including email and MS Office.

Skills and areas you will develop

- Communication
- Teamwork
- Leadership
- Time management
- Confidence
- Self-management
- Team management

Quick requirement check

1. Disclosure check: **yes**
2. A Safe Space Level: **3**
3. Attends unit meetings: **no**

We're keen to hear from volunteers 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.