



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

SUPPORTING LEADER

Would you like to use your skills as a Leader to support your local area on a flexible basis? Becoming a Supporting Leader 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

SUPPORTING LEADER

Level: District/Division

Who can do this role?

Supporting 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?

Supporting Leaders are Girlguiding members who hold their Leadership Qualification. If you are not already a Leader and decide you would like to become one, you will need to work towards your Girlguiding Leadership Qualification while being assigned to a specific unit.

See the Unit Leader/Leader in Training role description for further detail on what is involved in becoming a Leader if you're new to the role.

What is the purpose of this role?

Using the skills you already have as a qualified Leader, you will support your Girlguiding District or Division to deliver guiding meetings or events on an ad-hoc basis. Not attached to a unit, you have the flexibility to remain in guiding and use your leadership skills to step in when needed: whether at an event that requires more adult presence or at a unit meeting that needs an occasional Leader when there isn't one available.

You will be supported in your role by members of the local Unit Leadership Teams and the local Commissioner. As a Supporting Leader, you should be covering the section specific to your Leadership Qualification, or ensure that the Commissioner is aware if you are not.

If the cover you provide to a specific unit becomes regular or more long-term you should be added to the Unit Leadership Team of the unit you are with.

What will I do in the role?

Running the unit

The responsibilities below will be shared among the Unit Leadership Team. In situations where there is a regular Unit Leader, whose role you are covering, ultimate unit decision-making responsibility rests with them.

As a Supporting Leader you may delegate duties to other Leaders and volunteers, working together 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.
- Take an active role in creating and delivering an accessible and inclusive programme based on the Girlguiding programme for your section, taking a lead from the usual Unit Leader if necessary.
- 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.

Depending on the length of time you are covering the place of a usual Unit Leader, you may be required to take on more responsibilities.

- Encourage other members of the team to develop their skills.
- Ensure unit administration and financial tasks are completed.
- Ensure all unit volunteers comply with current Girlguiding policies and regulations.
- Ensure all activity instructors/visitors to the unit meet the requirements laid out in *The Guiding Manual*.
- Maintain clear communication with parents and carers and gain all necessary permissions for activities.
- Provide an initial response to any concerns or complaints from girls and young women or their parents/carers following Girlguiding's Safeguarding Policy.

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 communications 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 part of The Senior Section.

Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and your responsibilities and position 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 a 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 these personal qualities.

- 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.