

# Volunteer role information

## Unit administrator

### Why Girlguiding?

Become an inspiring role model for our members - and help empower girls to be their best. Join the 100,000 amazing volunteers and supporters who make a real difference to nearly half a million girls and young women.

At the heart of guiding are the unit meetings that girls go along to each week. However, there are many parts of running a great unit that don't happen every week.

### Why we love this role:

As an administrator you'll help a unit run from behind the scenes. This role can cover many different activities, and there's a huge opportunity to make it your own. You can look after a unit's finances and track members, or you might help record girls' progress towards badges, or communicate with potential new members.

Remember, just because you haven't handled accounts or communications before, doesn't mean you can't be great at this role. We have guidance and training for all aspects of supporting a unit, and there's a network of volunteers to turn to if you have questions.

No two units are the same which means they all need slightly different support. Talk to your unit leaders about what support they are looking for from this role. Most unit administrators don't go to the unit every week, but will go at least twice a term to handle the register or check unit accounts. And there is also the opportunity to be part of unit planning and budgeting.

You don't need to be a member but you will need to do A Safe Space Level 1 and hold a disclosure check.

### Some of what you'll do:

Each unit leadership team does things a little differently. You'll build a close relationship with the unit leaders so that together you can understand the best way to support the unit and help it flourish.

Here are some of the activities that are part of being a unit administrator:

#### Administration

- You might keep the unit records up to date. This could include keeping the register and recording girls' progress towards badges and awards
- You may keep in touch with people on the waiting list and contact prospective members
- And you could help organise unit trips and events along with the rest of the volunteer team

#### Finances

- You'll normally become a signatory for the unit accounts, and help with unit terms and annual budgeting
- You'll work with unit leaders to track receipts and handle expense claims in line with Girlguiding policy and practices

- You don't need a financial background for this role, but a keen attention to detail and some computer skills are helpful
- And you'll keep the unit accounts up to date and share them with the unit leadership team termly. You'll also prepare the end of year accounts ready for an independent review

This is a flexible role where most of the tasks are done away from the unit meeting place and at a time that is convenient for you. Unit administrators usually spend between ten minutes and an hour a week on the role but may spend more depending on their responsibilities and the unit activities. There are a number of ways to help. You can find all the responsibilities that go into running a good unit in our Doing Our Best checklists.

Not quite the right role for you? If this doesn't seem like the right fit, have a look at being a unit helper or speak to your local commissioner about other flexible volunteering opportunities.

**Note:** This role is not for someone who is also the unit leader, assistant leader or leader-in-training at the unit.

## 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
- If you're looking over unit accounts there is guidance and a spreadsheet template to start you off
- You'll have a great support network from your fellow volunteers, including a local commissioner and Girlguiding advisers
- And regular meetings and events to share information
- We reimburse agreed expenses (agreed locally, so these may differ across Girlguiding)
- Girlguiding has a clear complaints procedure and support to help sort out problems or disagreements

Our Girlguiding website is full of information to help you in your role.

## What skills and attributes do you need?

- Good listening and communication**  
To help your unit leaders and other volunteers deliver great guiding for girls.
- Attention to detail**  
This is particularly needed when doing the accounts. But there is a great team to support you.
- Knowing when to ask for help**  
But remember there is a network of other volunteers and commissioners to help you with any questions.
- Willingness to learn**  
Learning as you go to keep your skills fresh.

### A week in the life...

For the first couple of weeks of each term I collect subs and trip payments at the unit meeting. Once home, I update my accounts spreadsheet and write out receipts, which takes about half an hour, and then I pay it into the bank (which I'm passing anyway) the next day. After all payments are received for the term, I just have to spend five minutes updating the spreadsheet whenever I refund any of the other leaders for expenses. At the end of the year I print off the annual accounts from the spreadsheet and ask someone to review them for me. Because I've kept them up to date all year, that's a really quick and easy job. And then once a year I spend about an hour submitting our Gift Aid claim, which boosts our income with very little effort.

### Quick requirement check

1. Disclosure check: **yes**
2. A Safe Space Level: **1**
3. Attends meetings: **yes**

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