



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer role description

BUDDY

Would you like to work with girls and young women to make a difference in your community while developing your skills and making new friends? Volunteering with Girlguiding could be for you!

Role title:.....

Section specialism:

Supported by:

Suggested time commitment:.....

Length of time in role:

Location:.....

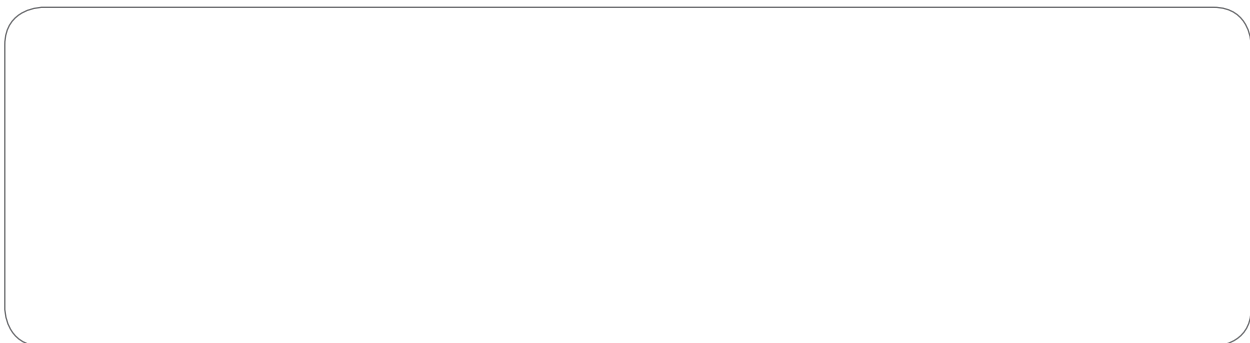
If you are interested in this role:.....

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



BUDDY

Volunteer role description

This role description covers buddy volunteers across Girlguiding.

Who can do this role?

Buddies are volunteers that are 18 years old and over that are able to use their experience of Girlguiding to welcome and support new volunteers. Buddies must have been members for at least six months.

Do I need a qualification?

No, buddies do not require a qualification.

What is the purpose of this role?

To offer new volunteers a warm welcome to Girlguiding. To be a friendly face and to answer any questions a new volunteer might have and to provide ongoing, informal support and guidance as required.

How are buddies matched with new volunteers?

A buddy will be matched to the new volunteer by the local commissioner, who will aim to match two people who are in the same or similar role. Commissioners can choose buddies based upon what support may be most useful to the new volunteer, therefore buddies could be from the same or a different unit and from the same or different section. If a new volunteer would like to choose their own buddy, they can do so by requesting a specific buddy from their commissioner. The commissioner will look for buddies demonstrating good guiding.

What will I do in the role?

- Arrange an informal meeting with the new volunteer during their first two weeks to give them a warm welcome to Girlguiding.
- Support the new volunteer to learn about Girlguiding as an organisation as well as the local structure.
- Signpost the new volunteer to relevant local training opportunities and help them to register for these.
- Be approachable and offer regular communication with the new volunteer, sharing knowledge and resources. This can be through a variety of channels, eg face to face, phone, email, Skype etc, with the recommendation that you meet face to face at least once per month.
- Offer the new volunteer support and guidance as needed, answer questions and signpost the new volunteer to places where they can find more information, eg the official Girlguiding website and other reliable sources of information.
- Demonstrate good guiding and offer the volunteer to shadow a unit where appropriate
- Demonstrate Girlguiding values (caring, challenging, empowering, fun, inspiring and inclusive) and model behaviour in line with the Girlguiding code of conduct.
- Motivate, support and encourage the new volunteer to try different activities and roles within Girlguiding, eg encouraging them to complete their Leadership qualification or to visit another unit.
- Buddy the new volunteer for at least three months, with regular contact. This can be decided between the buddy and the new volunteer but could be meeting weekly for a coffee or having regular phone calls or texts. You may decide to remain in touch after the initial three months, which is also encouraged.

New units:

If the person you are buddying is a new volunteer setting up a new unit, the following additional duties will apply:

- Use your experience to support the volunteer in identifying the necessary steps in setting up their unit.
- Support the volunteer to set up the new unit using the support of local Guiding and resources available, eg the Girlguiding Start-up kit.
- Show the volunteer how to fulfil different aspects of the leader role or how to recruit a leadership team

Being part of your local guiding area

- Be part of a local Girlguiding community by attending local meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with the local commissioner, if required.
- Promote local, national and international opportunities available within Guiding as well as externally and encourage young members to take part.
- Keep up to date with new resources and programme initiatives and use them as appropriate

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

- 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 learning and development opportunities.
- Provide guidance via information on the Girlguiding website and communications.
- Provide support and development from fellow volunteers, including a local commissioner and Girlguiding advisers.
- 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?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the following personal qualities:

- An open and approachable manner.
- A high degree of personal integrity.
- A commitment to ongoing personal development and the personal development of others.
- An understanding of the importance of confidentiality.

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.