**Girlguiding lead volunteer for inclusion - role description**

Remit

The lead volunteer for inclusion will work in partnership with staff and volunteers to help ensure Girlguiding is a place where everyone is welcome and free to be themselves. We’re looking for someone who champions inclusivity and openness to join us on our journey.

The role will promote equity, diversity and inclusion throughout the organisation by working closely with countries and regions (C/R) through co-facilitation of the Girlguiding Inclusion Network, and supporting delivery of Girlguiding’s equity, diversity and inclusion (ED&I) strategic plan. This role will ensure Girlguiding is proactively reaching young members and volunteers from underrepresented groups. And that volunteers feel equipped, empowered and confident to make sure everyone is supported and included through our guidance, resources and communication.

The lead volunteer will also support, and line manage the inclusion specialist volunteers, and the role will include occasional project work.

Term of office

The role is for 3 years, with the possible extension of up to 2 additional years.

Responsibilities

1. Work with the ED&I staff team to work collaboratively with, and support C/R teams to promote, roll-out and embed Girlguiding’s ED&I work to volunteers and young members in their areas.
2. To line manage, support and coordinate Girlguiding’s inclusion specialist volunteers through meetings, events and regular communication.
3. To co-ordinate and co-facilitate Girlguiding’s Inclusion Network alongside the ED&I manager, comprising of the inclusion specialist volunteers, C/R inclusion volunteer leads and HQ ED&I staff team.
4. To work in partnership with the ED&I staff team to support delivery of key outputs from Girlguiding’s ED&I strategic plan. The plan is our ongoing commitment to make Girlguiding more inclusive, and our focus is on equity for phase 2, from 2023-2025.
5. To attend relevant project boards and/or feed into strategic projects, providing insight and guidance that shapes decisions and future work.
6. To keep up to date with equity, diversity and inclusion topics, and to be passionate about meeting the needs of our current membership and broadening our reach to new audiences.
7. Sharing internal and external expertise and actively contributing skills, experience and knowledge to discussions made.
8. To occasionally provide support to volunteers for specific inclusion-focussed cases, building confidence and providing advice aligned with Girlguiding’s guidance.
9. Support the ED&I staff team in collating and acting on multiple sources of feedback from volunteers and girls to continuously review and improve Girlguiding’s inclusion resources and guidance.
10. Attending regular meetings with staff and volunteers, events, training and more. A weekend away per year with the network and/or attendance at weekend Girlguiding events may be expected.

Reporting and accountability

This role will report to the chief guide.

The staff partner for this role will be the equity, diversity and inclusion manager.

The day-to-day work for this role will be undertaken in partnership with staff in the equity, diversity and inclusion team, and the Inclusion Network.

Experience, Knowledge and Skills

|  |  |  |
| --- | --- | --- |
| Experience of | Essential | Desirable |
| Have recent experience of being a Girlguiding volunteer | ü |  |
| Implementing best practice around equity, diversity and inclusion in either a voluntary or professional capacity | ü |  |
| Working as part of a decision-making committee or group  |  | ü |
| Chairing meetings, whether as a volunteer or in a professional capacity |  | ü |
| Handling confidential and sensitive information | ü |  |
| Coordinating a group of volunteers/people behind a shared goal or vision | ü |  |
| Ability to represent Girlguiding externally | ü |  |
| Knowledge of | Essential | Desirable |
| The structure of Girlguiding from local to national level roles and responsibilities | ü |  |
| Equity, diversity and inclusion topics/issues and how they can apply to Girlguiding | ü |  |
| Skills | Essential | Desirable |
| Ability to inspire, influence and motivate others | ü |  |
| Willingness and ability to collaborate with Girlguiding staff and other volunteers | ü |  |
| Strong communication skills  | P |  |
| Regular access to, and the ability to use, e-mail and Microsoft Teams | ü |  |
| Ability to provide support and guidance to others | ü |  |
| Confident in presenting ED&I projects, knowledge and ideas  | ü |  |
| Ability to reach objective and consistent decisions, working to agreed criteria | ü |  |