**Volunteer role information**
**Lead Volunteer for
Learning & Development**

**About Girlguiding**

**Girlguiding is the leading charity for girls and young women in the UK, with over a half a million members, including over 100,000 trained volunteer adult leaders and supporters.**

**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. We build girls’ confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.**

**Young members are grouped by age into four sections; Rainbows, Brownies, Guides and Rangers and for young women aged 18-30 we have Inspire.**

**Girlguiding is independently operated through three countries; Scotland, Wales and Northern Ireland, six English regions; North West England, North East England, Midlands, Anglia, South West England and London & South East England and also British Guiding Overseas. Each have their own headquarters and employ core staff.**

**About Girlguiding London & South East England**

The role of Girlguiding London and South East England (LaSER) is to deliver and support
the business of Girlguiding in the Region. LaSER consists of 19 counties from Sussex, Surrey, Kent and London.

We offer girls and young women quality girl-led guiding opportunities, presenting challenge and adventure, which develop their potential and enable them to make a positive contribution to their community and beyond. We provide training and support for adult volunteers to enable them to deliver good guiding experiences and share good practice across the Region.

The LaSER headquarters is based by Wandsworth Common, South London.**About the role:**

The Lead Volunteer for Learning and Development will promote all aspects of learning and development for adult volunteers as an integral part of the development and delivery of the Region strategy.

You should be able to use your excellent learning and development knowledge and organisational skills to support our volunteers to access training and development opportunities and support them to deliver high quality experiences for girls across the Region.

**Some of what you’ll do:**

* Develop the advancement of girls and women through the provision of learning and development opportunities for adult volunteers in the Region.
* Providing monthly reports and information to the Assistant Chief Commissioner (Volunteer Experience) in line with specified agreed dates, to feed into the reports to the Steering Group, Senior Leadership Team, and Trustee Board.
* Work with and provide support to the Trainer Coordinator and Commissioner Coordinator to deliver Trainers Conference, Commissioner training days, mandatory training, and other events as appropriate.
* Provide advice and support to Counties in relation to learning and development matters including input into Raspberry Ripple and Compass Point.
* Act as a focal point for members of the learning & development team, providing support and advice as appropriate.
* Meet and/or communicate with members of the team at least monthly.
* Chair a full team meeting annually and sub team meetings as necessary ensuring notes are taken, distributed following the meeting, agreed actions are taken and store on shared Teams file.
* Attend and participate in Region team meetings, meetings with the Assistant Chief Commissioner (Volunteer Experience), and further Region meetings, where required.
* Represent the Region at national meetings, video conferences or initiatives relating to learning and development as appropriate.
* Contribute to, develop, and support the implementation of the Region Strategy, key performance indicators (KPIs), and business plan with specific focus on learning and development.
* Oversee Region learning and development activities or any other initiatives, participating and leading as appropriate in consultation with other Lead Volunteers as required.
* Receive and act on information received via National and Region channels relating to learning and development in consultation with the Region Chief Commissioner, Deputy and Assistants.
* Liaising with other Region lead volunteers in relation to events and other opportunities from an L&D perspective.
* Ensuring adherence to the L&D team budget and Region finance policies, including reporting to the Senior Leadership Team and providing specific advice as regards the setting of the budget, as required.
* Control and oversee expenses and expenditure in accordance with the Region’s agreed format, authorising expenses and expenditure for the learning and development team in line with delegated authority and agreed business plan.
* Work with the Region office staff to ensure all administrative tasks are fulfilled on time and are effective.
* Keep up to date with new resources and programme initiatives and use them as appropriate.
* Complete relevant training for the role and ensure the wider team’s skills are up to date.
* Regularly review the Region trainers’ portfolio and act upon methods to retain and recruit trainers throughout the Region.
* Portray a positive image of Girlguiding LaSER and Girlguiding
* Develop personally within your specialism and within Girlguiding

**Reporting structure:**

Responsible to Assistant Chief Commissioner (Volunteer Experience) – Kate Fawell-Comley

Volunteers who report to you:

* BAT (Becoming a Trainer) Coordinator
* Trainer Coordinator
* Trainer Qualification (TQ) Coordinator
* Commissioner Training Coordinator
* Essential training coordinator
* First Response verifier

**Quick Requirement Check**

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

**What skills, knowledge and experience do you need?**

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| --- | --- |
| Be an active current Girlguiding volunteer | Essential |
| Ability to act as an ambassador for Girlguiding  | Essential |
| Have held a role in Girlguiding beyond unit level or ability to demonstrate knowledge of Girlguiding Volunteer structure | Desirable  |
| Experience in the field of learning and development management, gained in a voluntary or professional role | Desirable  |
| Willingness to collaborate with Girlguiding staff and volunteers | Essential |
| Ability to build and strengthen relationships with a diverse range of people  | Essential |
| Excellent communication skills (oral and written)  | Essential |
| Ability to organise own time/workload and achieve deadlines | Essential |
| Experience in managing others  | Desirable  |
| A commitment to ongoing personal development | Essential |
| IT skills  | Essential  |
| Knowledge of Girlguiding’s learning and development offer, or willingness to learn | Essential  |

**Recruitment information:**

Please note this is a volunteer role and does not form part of any contract of employment. There is no remuneration for this post, but all reasonable expenses will be reimbursed.

This appointment is for an initial 3 year term, with potential extension for 2 years maximum (following discussion).

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 all volunteers.

**How to apply:**

**Closing date: Friday 8 July 2022 9am**Please email **recruitment@girlguidinglaser.org.uk** with a short statement on why you’re interested and what you could bring to the role.

If you have any questions about the role please direct them to Kate Fawell-Comley, Assistant Chief Commissioner (Volunteer Experience) katefc@girlguidinglaser.org.uk