 **Volunteer Role Description**

**Lead Volunteer - Wildlife Discovery Day at RSPB Rainham Marshes**

***This is a role for a lead volunteer for a specific event or activity.***

Would you like to support young people in your community to get the most out of the opportunities at Girlguiding and everything it has to offer? Becoming a Girlguiding lead volunteer could be for you!

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| **Role title:** | LEAD VOLUNTEER for Wildlife Discovery Day at RSPB Rainham Marshes |
| **Specialism:** | To promote and support the following event for girls and young women at Region level. |
| **Supported by:** | Chair of Activities and Adventure – Collette Stone |
| **Suggested time commitment:** | 2 hours a week and the event/activity |
| **Length of time in role:** | Until 2 months after completion of event/activity |
| **Location:** | Girlguiding LaSER |
| **If you are interested in this role:** | Please contact Emily Clark to discuss further.  emilyc@girlguidinglaser.org.uk |

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

**Lead volunteer for Wildlife Discovery Day at RSPB Rainham Marshes**

**Details of event**

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| **Wildlife Discovery Day**  Rainham Marshes nature reserve will host a day of fun self-led and led activities providing hands-on connections to nature for Brownie units. Activities are likely to include pond dipping, sweeping for minibeasts, natural art and activities linked to the onsite Active in Nature project (eg, balance games or boulder climbing).  The reserve will welcome up to 120 Brownies and their leaders on Saturday 21 September 2019. |

**Who can do this role?**

Lead volunteers can be any adult over 18 years old. You should already be, or be willing to become, a member of Girlguiding.

**Do I need a qualification?**

You don’t need a specific qualification but experience of running outdoor events at division or county or region level would be useful. Some experience in delivering activities in the outdoors is desirable.

You must:

* be an active Girlguiding member and volunteer
* follow the large-scale events guidance appropriate to the event

**What is the purpose of this role?**

This is a role for a lead volunteer for a specific event.

As part of Girlguiding LaSER’s partnership with the RSPB, we will be holding an event at one of their reserves. Your role will be to work with the Rainham Reserve team, the RSPB Education, Families & Youth Officer and Girlguiding LaSER’s region staff team to ensure this event follows region processes and procedures (e.g. risk assessments/safeguarding etc.)

You should be able to use your excellent adventure and activity knowledge alongside good organisational skills to support girls and volunteers to access more opportunities for challenge and adventure.

**What will I do in the role?**

*Specific responsibilities*

* To work closely with the RSPB team to ensure a great event for Brownie units.
* With the Chair of Activities and Adventure, agree who will be responsible for approving the event plans, who you should report to and how frequently.
* Review any reports or evaluations from previous events
* Recruit and appoint a deputy
* Complete appropriate administrative tasks including forms adhering to Girlguiding policies
* Meeting &/or communicating with members of the team as required.
* Complete the planning checklist as listed below

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| **Theme** | **Activities** | **Date completed** |
| Start-up |  Reporting routes and timescales agreed with Chair of Activities and Adventure.   Learning taken from previous events. |  |
| Planning Team |  System for communicating with the RSPB and region staff agreed.   Reporting timescales and communication routes agreed with the team. |  |
| Systems |  System for tracking tasks set up.   System for monitoring income and expenditure set up.   System for keeping records set up.   Methods for storing and sharing data agreed.   System for bookings set up.   Entry fee determined.   Refund policy determined.   Cancellations policy determined.   Plan for producing documents required by venue and local council set up. |  |
| Planning |  Layout of the venue prepared.   Review of facilities, utilities and resources at the venue carried out.   Support and check programme and activities ideas by RSPB.   Provisions for people with additional needs arranged.   Relevant insurance, licences, qualifications and certificates checked.   Publicity and marketing plans arranged.   Communication system with units set up to keep Leaders informed.   Systems reviewed to ensure data protection requirements are being upheld.   First aid provision arranged.   Site services arranged.   Safety and security arranged.   Transport and logistics arranged.   Number of people required to deliver the event (including external service providers) reviewed and recruitment undertaken. |  |
| Emergency planning |  Venue fire procedures and evacuation plans checked.   Risk assessments completed with the RSPB reserve team.   Contingency plans agreed in the event that activities need to be changed.   Evacuation plan established.   Emergency plan established.   Walkthrough of the venue undertaken. |  |
| Getting ready to deliver the event |  Event timetable prepared with RSPB and shared.   Final checklists for units prepared and shared.   Event packs, with information and maps, produced.   Registration systems established.   Lost person/property points established.   System for handling cash and valuables on the day agreed.   System for identifying marshals, volunteers and teams established.   Traffic movement around/on site planned.   Marshals, volunteers and teams briefed and prepared. |  |
| Closing down the event |  Plan for clearing the site agreed, and team arranged to take responsibility.   Marshals, volunteers and teams de-briefed.   Final expenses and invoices processed and a budget sheet produced.   Evaluations planned.   Thank you’s prepared.   Evaluation report written |  |

*General responsibilities*

* Promote Girlguiding LaSER and Girlguiding generally in line with the Region Strategic Plan.
* Portray a positive image of Girlguiding LaSER and Girlguiding.
* Develop the advancement of girls and women with specific focus on activities and adventure in the region.
* Develop personally within your specialism and within Girlguiding.
* Contribute to, develop and support the implementation of the Region Strategic Plan and key performance indicators (KPIs), with specific focus on adventures and activities
* 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.

**Reporting structure**

Responsible to Chair of Activities and Adventure – Collette Stone

Volunteers who report to you

* Deputy team leaders

**Being part of your local guiding area - Girlguiding LaSER**

* Develop and maintain clear communications with commissioner(s)and relevant advisers/ coordinators.
* Maintain clear channels of communication with other members within your designated area.
* Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
* Promote and encourage members to engage in different development opportunities available within your area of specialism.

**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.
* Follow Girlguiding’s policies and Code of Conduct.
* Be an ambassador for the values of Girlguiding.

**Promoting Girlguiding**

* Represent the region at events where possible.
* Promote a positive image of Girlguiding at public events.
* Familiarise yourself with Girlguiding’s key messages and promote these in your external communications.

**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.
* 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?**

Girlguiding region lead volunteers provide essential support to help members get the most out of the Girlguiding programme and promote our activities. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

**Personal qualities**

* An open and approachable manner.
* Reliable and trustworthy.
* Creative and enthusiastic.
* A commitment to ongoing personal development.

**Skills and abilities**

While these skills and abilities are not essential when starting, they should be developed as part of the role.

* Ability to lead and manage a team for a large scale event
* Excellent communication skills.
* Desire to motivate and inspire girls and young women from a broad range of backgrounds.
* Ability to motivate and inspire adult volunteers.
* Good organisational skills.
* Ability to work with information of a confidential or sensitive nature.
* Willing to support the aim and objectives of Girlguiding and abide by its policy and rules.
* Demonstrate budgeting and financial responsibility.

**Knowledge**

* Good overall knowledge of Girlguiding.

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.

EC June 19