

# Take the next step in your volunteering journey...



[girlguidingscotland.org.uk](http://girlguidingscotland.org.uk)



# Welcome

Thank you for your interest in applying for this volunteer role.

Volunteers are at the heart of Girlguiding - without you, guiding simply wouldn't happen. We know first-hand the benefits of volunteering. From boosting your mental wellbeing and learning new skills, to the feeling you get from supporting girls and young women to be their best - you'll experience it all through this new role.

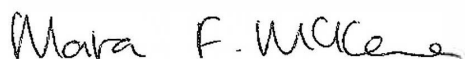
Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland, and our members are key to achieving this. Working with the Scottish Executive Committee and volunteers at the national level as well as the local level, you'll play a key part in making guiding happen and ensure our programme makes a positive impact on the lives of girls and young women. By volunteering at the national level, you'll be able inspire thousands of members across Scotland.

This year we're focusing on a return to guiding, membership and supporting our counties to run more efficiently and effectively. 2022 will also see us celebrate what really makes guiding great - our passionate and committed community. Guiding in Scotland is more than just an after school activity - it's the friendships we forge, the confidence we grow and the experiences we give girls, as well as the support systems we put in place to help each other thrive.

Despite the challenges we've faced, we've adapted to stay connected, and we'll continue to explore new ways of bringing members together. Our volunteers are key to helping identify new ways of reaching young members and our national volunteers have been working hard to coordinate both our response and feedback. We're looking forward to the year ahead and hope you're feeling inspired to join us.

So what are you waiting for? Why not take a look through this pack to learn more about this exciting opportunity - I hope you'll be inspired to apply and help us make Girlguiding Scotland even better for our members.

Best wishes,



**Moira McKenna**

**Scottish Chief Commissioner**

# About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of 10,000 amazing volunteers, we are active in every part of the Scotland, 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.

## Our vision

An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential

## Our mission

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community

## Our values

Caring, challenging, empowering, fun, inclusive and inspiring

### Rainbows - We have fun

Rainbows are girls aged five to seven. Rainbows is all about developing self-confidence, building friendships, learning new things and having fun. Girls get their hands dirty with arts and crafts, get in touch with nature and play games - it's all about learning by doing.

### Brownies -We do cool stuff

Brownies are girls aged eight to ten. Brownies introduces girls to a world of new opportunities, challenges and fun. Girls go along to camps, holidays, day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, explore other cultures and have outdoor adventures.

### Guides - We make things happen

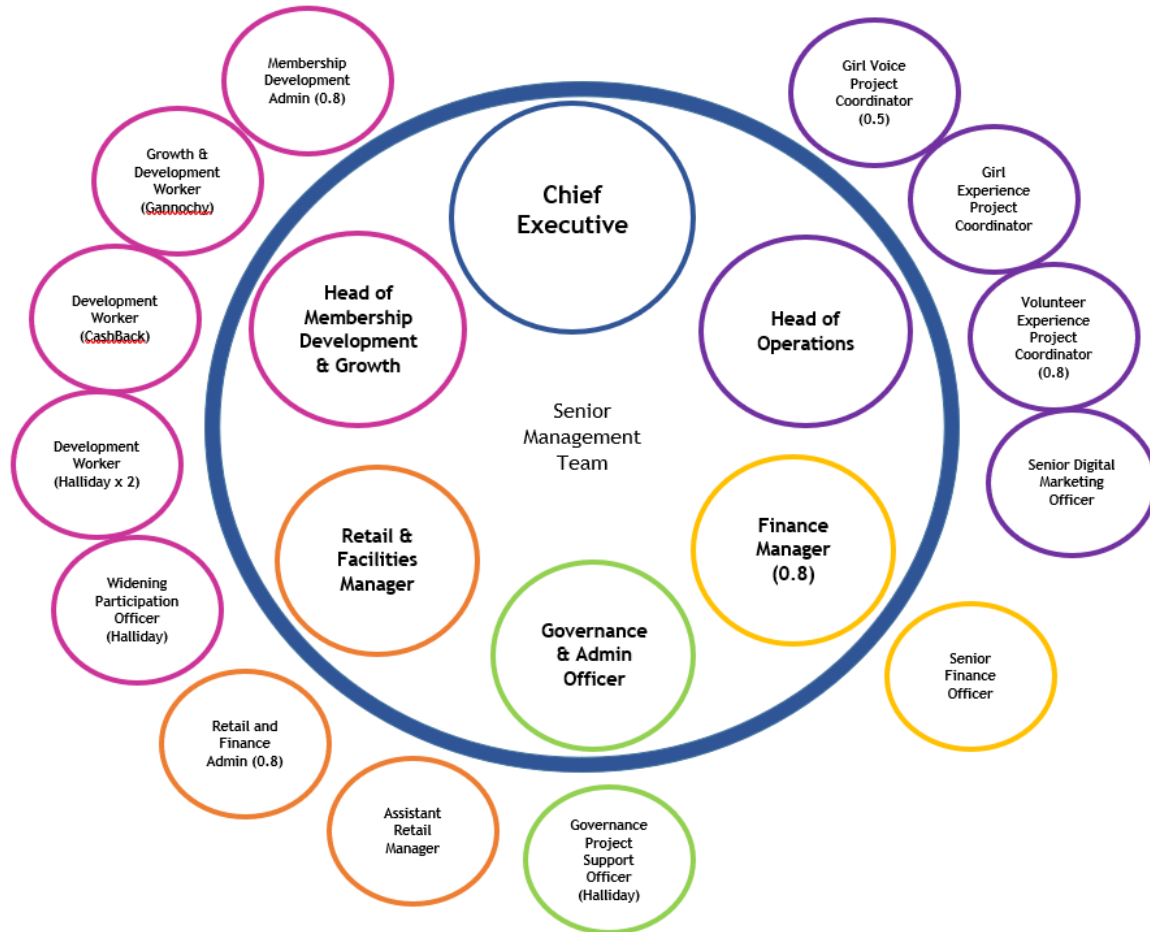
Guides are girls aged 10 to 14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

### Rangers - We explore more

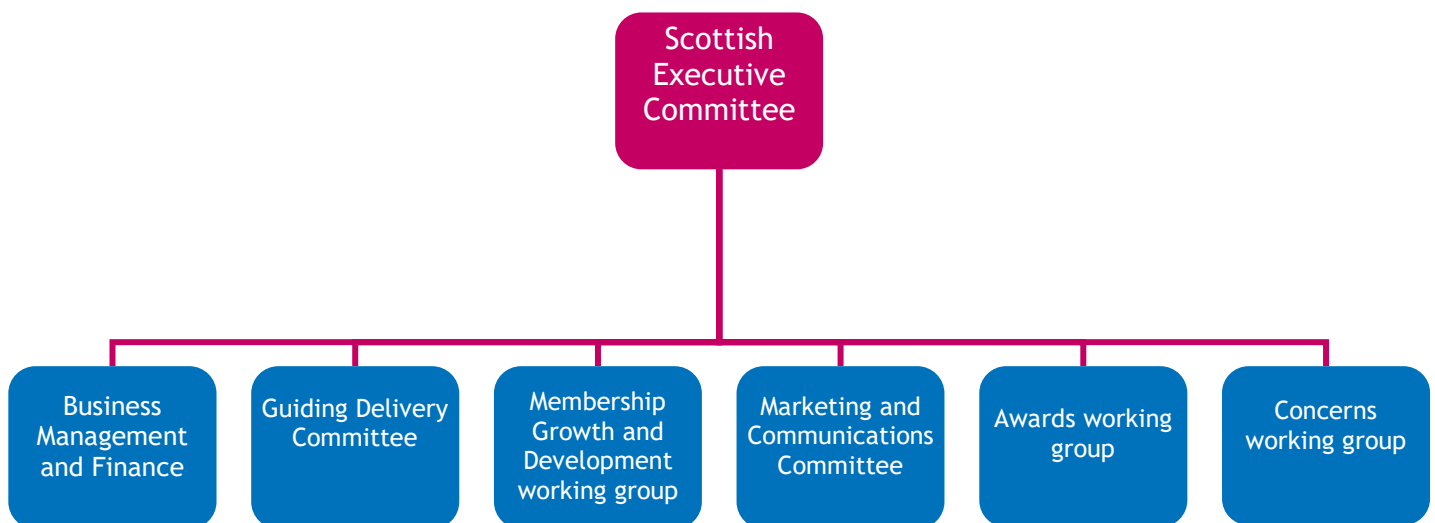
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

# About Girlguiding Scotland cont.

## Our staff structure



## Our governance structure



NB this will be subject to change early in 2022



## This role

As a safe practice liaison volunteer you will be part of the concerns team. You'll provide emotional support to volunteers when a complaint has been made or a safeguarding or compliance concern identified. You'll help volunteers in Scotland and will give support while the issue is being investigated, in accordance with Girlguiding investigation procedure.

This role is suited to someone who is aged 18+ who has been active as a volunteer for at least a year, and would like to support other volunteers.

### Your profile:

- Have strong personal and digital communication skills to support volunteers effectively, and communicate well with others in the team
- You'll have the ability to maintain professional boundaries of the role and to communicate that to the volunteers you're supporting
- Willingness to learn and develop your skills as you go
- Ability to maintain confidentiality and keep shared information secure
- Work well within a team by responding promptly, ask for help and be able to raise issues as needed
- You'll be resilient, capable and willing to deal with challenging situations, (you will get support with this)

## What you'll do in this role

- You'll work with your team when there's a volunteer needing support, to confirm whether you're able to give this
- You'll be a good listener, and a sounding board for the volunteer
- You'll go to meetings with the volunteer when needed (may be virtual meetings)
- You'll help the volunteer explore their options, rather than provide advice or speak on their behalf
- You will agree with the volunteer when and how you'll be in contact. This will vary from case to case, but is likely to be a maximum of once a week for one hour
- If needed, you'll signpost the volunteer to other organisations for support. Girlguiding will support with this
- You'll raise any safeguarding concerns to ensure the safety and wellbeing of all girls and adults

## What training and support will you get?

- We'll give you a thorough induction to your role, to get you ready to start supporting other volunteers
- You'll have support from the concerns teams, as well as the relevant Girlguiding HQ teams
- You'll have opportunities to learn and develop in the role, including training sessions
- We'll support you with setting up a role-specific email address
- We will reimburse agreed expenses
- Girlguiding has a clear complaints procedure so you'll get support to help sort out problems or disagreements

## What qualifications do you need?

- To start, you'll need to have been active as a volunteer for at least a year
- You'll need to have completed Levels 1, 2 and 3 of A Safe Space (level 4 can be completed while in the role)
- You'll also need to complete or be willing to complete the following e-learnings: Mental Health and Inclusion and Keeping Information Safe

## How to apply

If you want to have an informal chat please get in touch with Deputy Scottish Chief Commissioner Gail Fox - [dsccgf@girlguiding-scot.org.uk](mailto:dsccgf@girlguiding-scot.org.uk). To apply for this role email [web@girlguiding-scot.org.uk](mailto:web@girlguiding-scot.org.uk) your full name, membership number, two references and answer these two questions below. Please make sure to include the role title in the subject of the email.

**Q1.** Why are you interested in this role? (300 words max)

**Q2.** What skills and experiences do you have to offer? (300 words max)

**Applications from across Scotland are welcomed.**