

Lead volunteer for learning & development

Role description

27 August 2024

Are you looking for a new role? Are you passionate about learning and development for all our members? As our lead volunteer you will have the opportunity to work with our learning and development team to support trainers and address our training needs, you will also help create and deliver projects that support learning and development in Scotland.

1.1 The purpose of the role

- Support and develop the current members of the learning and development team, now we have a team of 6 volunteers, including those that support leaders in training, first response and trainers. The roles to support trainers will change when the new trainer development programme has been launched.
- Ensure that the learning and development team communicate with each other and to members they coordinate
- Forward planning and initiating new plans and ideas for learning and development within Girlguiding Scotland using data from various sources and feedback from members
- Supporting the wider training team as required
- Supporting and developing learning and development projects already underway
- Line manage the volunteers within the learning and development team
- Being a champion for new and innovative ways of supporting our volunteers with their skill development

1.2 Skills and experience needed for the role

- Be able to communicate with various volunteers and staff teams.
- Be able to work as part of a team
- Be good at planning and coordination
- To be open and approachable
- Have excellent administrative skills

- It would be an advantage to be or have been a trainer or county training adviser or have experience of learning and development outside of guiding
- The ability to have difficult conversations

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role
- This role receives ongoing staff support from the volunteer experience project coordinator and volunteer line manager support from the lead volunteer for volunteer experience
- Expenses for travel & subsistence may be claimed for any costs required to complete your role
- This role is for 3 years and can be extended by mutual agreement

1.4 As part of this role, you will need to:

The time commitment for this role will be:

The time commitment for this role will vary depending on what projects are active, but it should be an average of 8-12 hours a month.

- Chair 4 Learning and Development meetings per year
- Attend Scottish trainer events
- Attend UK learning and development meetings 4 times per year
- Meeting with the lead volunteer for volunteer experience
- Meeting with the volunteer experience project coordinator
- Various project meetings
- Attend other ad hoc meetings that require your attendance
- Build links with other team and support other teams with learning and development

1.5 How to apply for this role:

If you are interested in applying for the role, please send your full name, membership number, the details for 2 referees and the answers to the following questions to ann-marie@girlguiding-scot.org.uk, please use 'Lead Volunteer for Learning & Development' in the subject line 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)

If you have any questions about this role, please contact Janice Blair our lead volunteer for volunteer experience on Janice@girlguiding-scot.org.uk.

Applications are invited from across Scotland are welcomed and the closing date is Monday, 23 September 2024.