

Assistant international adviser

Role description

14 November 2024

Are you passionate about international opportunities? Could you be part of a team supporting our counties to make sure every girl has an international experience?

We're looking for an assistant international adviser who will support the international adviser, working as part of a team to deliver on Girlguiding Scotland's international strategy.

This role will have a focus on communication, especially social media and will be expected to assist with all the duties of the international team. The role is flexible and can fit around other volunteering roles, studies, or work. It should take around 10 hours per month (variable) and is open to any adult member aged 18 or over.

1.1 The purpose of the role

- Promote international opportunities through all communication channels in line with the strategic aims.
- Work as part of a team to promote the new understanding of what an international experience is and that it means more than trips abroad.
- Promote World Thinking Day and awareness of WAGGGS to all sections.
- Support the international adviser with events such as the international wide games and GOLD (Guiding Overseas Linked with Development).
- Work as part of the international team with the county international advisers to develop international opportunities for all sections of Girlguiding Scotland.
- To support the international REN (residential event notification) process as required, such as during extended holidays or when a high volume of RENs are being submitted for events like Amsterdam Adventure. This process will include checking and advising on risk assessments, making sure international RENs are fully completed, all qualifications and supporting documents are in place, and supporting trip leaders.

1.2 Skills and experience needed for the role

Whilst this role is a fantastic opportunity to build your skills, we hope that you bring some of the following:

- Knowledge and experience in the use of communication tools, including social media, to share, develop and promote international opportunities.
- Have an understanding and experience of international travel with Girlguiding.
- Be able to share information in such a way that inspires others to take part in international opportunities.
- Be able work as part of a team.
- To be open, approachable and reliable.
- Ability to motivate and inspire others from a broad range of backgrounds.
- To be enthusiastic about helping our young members to access international experiences.
- Have an understanding of the international REN process, including completion of risk assessments and the confidence to feed back to and support group leaders to complete risk assessments.
- Ability to work remotely, so have access to internet and a computer. Experience of Teams, SharePoint and Trello would be desirable, but not necessary.
- Ability to travel to support training linked to international opportunities.

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role.
- This role receives volunteer line manager support from the international adviser and will be the beginning of forming an international team.
- Expenses for travel and subsistence may be claimed for any travel required to complete your role.
- This role is for 3 years. It may be extended for a further 2 years by mutual agreement.

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

- Attend monthly online catchups with the international team.
- Attend quarterly meetings with county international advisers.
- Attend any relevant Scottish events to represent the international team on behalf of the international adviser.

- Assist in the review of RENs in the absence of the Scottish international adviser, or at busy times for events such as Amsterdam Adventure.

1.5 How to apply for this role:

If you have any questions about this role, please contact Vicky Burnham our international adviser on international@girlguiding-scot.org.uk. If you are interested in applying for the role, please send your answers to the following questions to Rachel@girlguiding-scot.org.uk

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 are welcomed from across Scotland and the closing date is **9am** on **Monday 16 December**.