

Trainer coordinator (2 roles)

Role description

8 November 2024

Are you looking for a new volunteer role? Are you passionate about learning and development and would like to help Girlguiding Scotland to support our current and new generation of trainers? We are looking for 2 new trainer coordinators to support our trainers and support with the launch of the new trainer development programme in 2025.

The role description below includes all the tasks that will be undertaken, these will be split between those offered the role dependent on their individual experience and interests.

1.1 The purpose of the role

- Coordinate events, both online and in person for all trainers (current trainers, trainee trainers and those interested in becoming a trainer).
- Maintain an up-to-date list of trainers in the country and any specialisms they offer: identify any gaps and encourage existing or new trainers to fill those gaps.
- Be the main point of contact for trainers, ensuring that information is passed down quickly to trainers and dealing with queries that come up from trainers.
- Ensure that all trainers get information about opportunities to train and opportunities to work with other trainers to ensure that all trainers feel valued and supported.
- Monitor training delivered to ensure a high standard and facilitate support for trainers where necessary.
- Review the annual reflections submitted by Scottish trainers, act on feedback and support those where required.
- Plan and attend the Girlguiding UK trainers' meetings (1 per term).
- Ensure local and regional trainer support groups are running and all trainers have the opportunity to attend a support group.

- Make initial contact with new trainee trainers.
- Partner trainee trainers with a suitable mentor.
- Support trainee trainers through the TDP.
- Sign off the final showcase submission for the trainer development programme (more details to come about this).
- Support trainer mentors with upskilling and networking.
- Coordinate mentor and trainee trainer networking, either virtually or in person).
- Promote the value of training and potential impact of trainers at all levels across Scotland.

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.

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 learning and development.
- 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:

- Attend 4 Learning and Development meetings per year (virtually).
- Attend Girlguiding UK meetings (details to be confirmed).
- Attend Scottish trainer events.
- Attend other ad hoc meetings that require your attendance.

1.5 How to apply for this role:

If you have any questions about this role, please contact Bronach Hughes our deputy lead volunteer for learning and development on Bronach@girlguiding-scot.org.uk. If you are interested in applying for the role, please send your answers to the following questions to ann-marie@girlguiding-scot.org.uk, plus details of 2 referees. Please use Trainer Coordinator 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)

Applications are invited from across Scotland are welcomed and the closing date is Monday 2 December 2024.