

Lead volunteer for GO coordinators

Role description

14 October 2024

Are you looking for a new role? Are you confident in using GO and passionate about supporting members to make the best use of our membership database? Then this role could be for you!

As our lead volunteer, you will play a key role in supporting our county GO coordinators. You'll also work with members of our learning and development team and membership development and growth team to identify where new resources and/or training are needed to help volunteers at all levels use GO effectively.

1.1 The purpose of the role

- To champion the use of GO and be a positive advocate for self-led learning using the GO Help Zone and Ignite Hub
- To lead the peer support network for GO coordinators (including contributing to and monitoring the coordinators' whatsapp group)
- To identify emerging or widespread issues that may need escalated to Girlguiding's membership systems team
- To identify training needs among county GO coordinators and work with relevant staff and volunteer teams to design and deliver training and resources to address these needs
- To identify training needs among unit-based volunteers and commissioners and work with relevant staff and volunteer teams to design and deliver training and resources to address these needs
- With the support of your staff partner, prepare project proposals for the Operational board in order to secure the staff time and/or funding needed to deliver projects designed to upskill members in the use of GO
- To support the recruitment and induction of new GO coordinators as required by county commissioners

1.2 Skills and experience needed for the role

- Be confident in the use of GO and committed to ongoing learning
- Be able to communicate with various volunteers and staff teams.
- Be able to work as part of a team
- To be open and approachable
- Be able to handle difficult conversations with tact and empathy

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role
- This role will receive 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 is a new role and is initially offered for 1 year with the possibility to extend by mutual agreement

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

The time commitment for this role will vary depending on what projects are active, but it should be an average of 4 – 6 hours per month.

- Meet with the lead volunteer for volunteer experience on a regular basis
- Meet with the volunteer experience project coordinator
- Join and contribute to peer-moderated GO coordinators' WhatsApp group
- Attend other ad hoc meetings that require your attendance
- Support the role out of any updates to GO
- Build links with other teams 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, along with 2 references to ann-marie@girlguiding-scot.org.uk, please use 'Lead Volunteer for GO coordinators' 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 11.59pm Friday 28 February 2025.