



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

TRAINER REVIEWER

Could you support and motivate fellow volunteers to learn the skills and acquire the knowledge to deliver high-quality training and motivate others? Volunteering as a Trainer Reviewer with Girlguiding could be for you!

Role title:.....

Specialism:

Supported by:.....

Suggested time commitment:.....

Length of time in role:

Location:.....

If you are interested in this role:.....

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, 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.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there - helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

‘As well as giving the girls amazing opportunities, I feel I’ve also personally benefited from volunteering. It’s really rewarding for me and I feel I’ve achieved something great.’

Lisa, Girlguiding volunteer

TRAINER REVIEWER

Who can do this role?

A Trainer Reviewer can be any adult over 18 years old, but must already be an experienced Girlguiding Trainer Qualification Tutor.

Do I need a qualification?

To become a Trainer Reviewer, and support Trainer Qualification Tutors and Prospective Trainers undertaking their Trainer Qualification, you must have completed the Girlguiding Trainer Qualification and have had experience as a Girlguiding Tutor.

You will be required to attend a Trainer Reviewer training session, and to keep your skills up to date by attending ongoing training and networking events with other Trainer Reviewers and Tutors.

What is the purpose of this role?

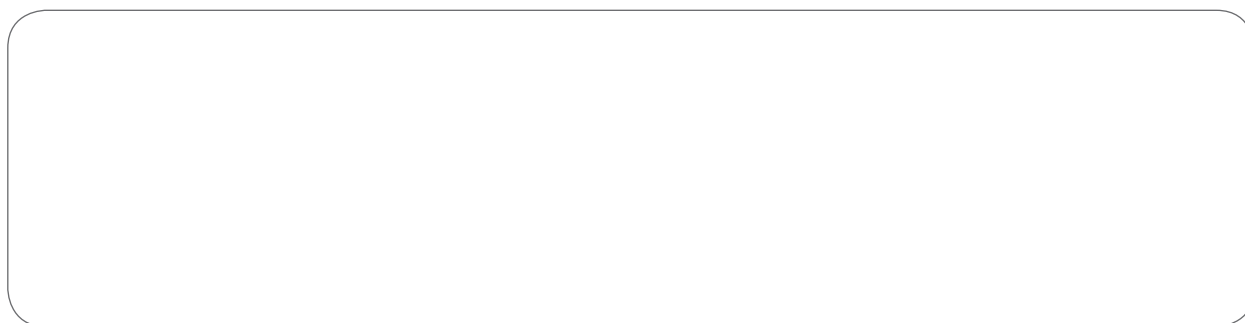
A Trainer Reviewer is responsible for overseeing one or more active Trainer Qualification Tutors, helping them to support their Prospective Trainers to achieve their Trainer Qualification. A Trainer Reviewer is an inspiring Tutor, who is able to provide support and advice to a Tutor using acquired knowledge and experience. You will be appointed to the role by your Chief Commissioner.

What will I do in the role?

The list below outlines the general responsibilities of a Trainer Reviewer, but you will be working within a wider team and responsibilities may vary.

General

- Support one or more Trainer Qualification Tutors to ensure their Prospective Trainers acquire all the necessary skills and knowledge to complete the Trainer Qualification.
- Meet face to face and/or over the phone or Skype to provide support and feedback to Tutors.
- Maintain good communication with the Tutors for whom they are responsible, providing advice and feedback as appropriate.
- Ensure that each Tutor and Prospective Trainer meets the requirements of the qualification, reviewing all submissions.
- Evaluate the Tutor's progress regularly, providing feedback on their performance in the role.
- Review the Tutor's Personal Development Plan at least annually to identify any potential training needs.
- Motivate, support and encourage the Tutor in their role, and the Prospective Trainer in successfully gaining their qualification.



Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local Leader meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with the local Commissioner, if required.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.

Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

Promoting Girlguiding

- Promote a positive image of Girlguiding at public events and while taking part in activities outside the meeting place.

What will Girlguiding do for me?

- Provide a thorough and appropriate induction to the role and organisation.
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Provide guidance via *The Guiding Manual*.
- Provide support and development from fellow volunteers, including a local Commissioner and Girlguiding Advisers.
- Host meetings and events to share information at a local level.
- Reimburse agreed expenses (agreed locally and may differ around the UK).
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements.

Am I right for the role?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

Personal qualities

- An open and approachable manner.
- A high degree of personal integrity.
- A commitment to ongoing personal development and to the personal development of others.
- Good listening skills.

Skills and abilities

While these skills and abilities are not essential when starting, they should be developed as part of the role.

- Excellent verbal and written communication skills.
- Ability to motivate and inspire adult volunteers.
- Ability to advise, guide and encourage problem-solving.
- Ability to give constructive feedback.
- Ability to use and access the internet and email.
- Willingness to travel to support and observe a Prospective Trainer and Tutor.
- Good attention to detail.
- Good organisation and time management skills.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle.

Please note this is a volunteer role; this role description does not form part of any contract of employment.