



## **ROLE DESCRIPTION:**

### **COUNTY RESIDENTIAL LEAD VOLUNTEER**

### **OUTDOOR AND/OR CAMP PERMIT & LEAD AWAY**

#### **Role**

To promote, encourage and be responsible for the standards and administration of all aspects of camping and residential holidays, at county level.

To support leaders in facilitating the camp permit and Lead Away schemes and to provide opportunities for girls to obtain their qualifications.

This role will be shared with the county residential lead volunteer - indoor. This role concentrates predominantly on camping, while the other focuses on indoor residential. However, the lead volunteers should work together closely. They may combine reports and only one need attend the meetings as mentioned below.

#### **Required qualifications**

- Will be a member of Girlguiding Hertfordshire with up-to-date DBS and a safe space or safer guiding qualifications.
- Will hold the **Going Away With** residential qualification, including module 8 (camping), and understand the importance of maintaining camping and residential standards.
- Should hold the **Going Away With** programme (module 6) for Guides and/or Rangers.
- Understand the value of the out-of-doors in a well-balanced programme for girls and adults for their physical and emotional well-being.
- Have knowledge and experience of the Guide camp permit and Ranger Lead Away schemes.

#### **Term**

This appointment is for an initial term of 3 years and may be re-appointed for a further 2 years. Reappointment is not automatic.

## **Responsible to**

The assistant county commissioner (adventure and opportunities team).

## **Working with**

- Unit leaders and/or girls who are working towards their qualification.
- Hertfordshire residential lead volunteer - indoor (if appropriate).
- Divisional residential lead volunteers.
- Assistant county commissioner – adventure and opportunities team.
- Girlguiding Anglia outdoor adventurous activities (OAA) team.

## **Expenses**

Claimed from county treasurer.

## **Responsibilities**

1. Be an active member of the county team, representing all aspects of residential within that team.
2. Liaise with and act as adviser to the county trustees on camping and residential holiday matters.
3. Report to, share and receive information from the assistant county commissioner – adventure and opportunities team and collectively work together to increase opportunities for residential within the county.
4. Attend region residential lead volunteer meetings as required.
5. Encourage a team comprising of division advisers to work together to support volunteers.
6. Receive and disseminate information from the country/region to the division residential advisers. This is normally by way of meetings. Keep a written record of those meetings.
7. Ensure camping standards are maintained throughout the county. With other members of the outdoor team, ensure that instructors used at residential events are appropriately qualified.
8. Arrange training sessions (with the county training team) and assessments for camping and residential holiday qualifications for leaders, and support testing for girl's badges, permits and certificates in liaison with division lead volunteers.
9. Act as a point of reference and support for division lead volunteers and other leaders in the county regarding administration and organising residential/camps.

10. Keep records of leaders taking their going away qualification, ensuring a suitable mentor is found and checking the final documentation. Issue the qualification and ensure it is entered on GO.
11. Know of suitable camping sites and other residential venues within the county and keep this up-to-date on the county website and national adventure map.
12. Receive RENs for any out of county units running residentials in county.
13. Attend country/region/association training sessions where possible. Keep up-to-date with innovations and developments.
14. Keep up-to-date with all publications and new resources, including those published by Girlguiding UK and other governing bodies concerning youth group residentials, camping and the out-of-doors.
15. Produce a written report for quarterly trustee meetings and an annual report.
16. Support Queen's Guides in their expedition section of the syllabus.
17. Make sure the residential section on the website is up to date.
18. Use the county designated email address for correspondence relating to the role.
19. Only store records relating to the role on the county Microsoft Teams system.