



## **ROLE DESCRIPTION:**

### **COUNTY RESIDENTIAL LEAD VOLUNTEER**

#### **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 one lead volunteer predominantly focusing on indoor residentials, with the other concentrating on camping. However, they should work together closely. They may combine reports and only one need attend the meetings as mentioned below.

#### **Personal Qualities**

- A passion for offering residential opportunities to young members.
- A desire to motivate and inspire young members and adult volunteers from a broad range of backgrounds.
- Strong communication and organisational skills, working to deadlines to ensure actions are achieved.
- Commitment to Girlguiding's values and inclusive ethos.
- Build positive working relationships with diverse groups of people, including other lead volunteers, county commissioners and residential advisers.
- Ability to lead a team of residential advisers in delivering the Going Away With scheme.
- Be a current adult member.
- Hold your Going Away With qualification, including the relevant camping module (module 8) if appropriate.
- Understand the importance of maintaining camping and residential standards, including managing risk.

#### **Term**

Is appointed for an initial term of three years and may be re-appointed for a further two years\*.

**Responsible to**

The assistant county commissioner for adventure and opportunity.

**Working with**

- Joint residential lead volunteer.
- Divisional residential lead volunteers.
- Unit leaders and/or girls who are working towards their qualification.
- County international lead volunteer.
- County outdoor lead volunteer.
- County team members.
- Assistant county commissioner – adventure and opportunities.
- Anglia region outdoor and residential advisers.

**Expenses**

Claimed from county treasurer

**Key responsibilities:****Leadership and support**

- Be an active member of the county team, representing all aspects residential within that team.
- Lead, support and advise volunteers working with those interested in completing their Going Away With qualification.
- Respond to queries across the county relating to the organization and administration of residential.
- Attend county meetings as appropriate, providing updates in a timely manner.
- Promote county residential events for young members.
- Organise and promote events to enable those completing various awards to meet as group across the county.

**Administration**

- Keep records of leaders taking their Going Away With qualification, ensuring a suitable mentor is allocated.
- Check final documentation and issue qualifications as appropriate.
- Ensure that qualifications are added to GO with the correct start and end date.
- Allocate advisers to residential requiring an assessment on GO.
- Receive RENs for any external units running residential in county.

- Have knowledge of suitable residential locations within the county and keep this up-to-date on the county website and national adventure map.
- Approve new residential venues for Girlguiding use, ensuring insurance is in place and documentation is centrally held.
- Ensure the residential section of the website is up to date.
- Arrange assessments for camping and residential holiday qualifications for leaders, and support testing for young members' badges, permits and certificates in liaison with the division lead volunteers.

### **Volunteer development**

- Support and guide new and existing residential advisers/mentors.
- Encourage ongoing learning and development through Girlguiding training and resources.
- Arrange regular training sessions (with the county training team) for division residential advisers, including familiarisation sessions for the online Going Away With scheme.
- Deliver training sessions for proposed and existing Going Away With qualification holders to address requested and/or emerging areas of need.
- Support commissioners with the approval of RENs and risk assessments for residential.

### **Safeguarding and wellbeing**

- Ensure all activities are safe, inclusive and aligned with Girlguiding's safeguarding policies.
- Be a point of contact for concerns and help leaders to support wellbeing within the unit.
- 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.

### **Communication and collaboration**

- Liaise with and act as an adviser to the county trustees on camping and residential holiday matters.
- Work collaboratively with other counties/regions relating to cross-border residential requiring an assessment.
- Report to, share, and receive information from the assistant county commissioner – adventure and opportunities team and work together to increase opportunities for residential within the county.
- Attend region residential lead volunteer meetings as required.

- Encourage a team comprising of division advisers to work together to support volunteers.
- Receive and disseminate information from the country/region to the division residential advisers. This is normally by the way of meetings. Keep a written record of those meetings.
- Attend country/region/association training sessions where possible, keeping up-to-date with innovations and developments.
- Produce a written report for quarterly trustee meetings and an annual report.
- Support Queen's Guide award candidates with the expedition section of the syllabus.
- Only store records relating to the role on the county Microsoft Teams system.
- Use the county designated email address for correspondence relating to the role.

#### Quick requirement check

- ☐ Disclosure check: yes
- ☐ Safer guiding: yes
- ☐ Holds Going Away With qualification: yes
- ☐ Attends unit meetings: not required
- ☐ Attends county meetings: occasionally

\*Reappointment is not automatic.