



ROLE DESCRIPTION:

QUEEN'S GUIDE AWARD LEAD VOLUNTEER

Role

To inspire, support, and advise young members (aged 16–30) who are Rangers, young leaders, adult leaders and members of the INSPIRE network to develop their skills by working towards the highest award that can be achieved in guiding. You will also work within the county team to oversee the award process and guide mentors supporting members complete the award.

Personal Qualities

- Passion for empowering young people.
- 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.
- Ability to empathise and solve problems.
- Build positive working relationships with diverse groups of people, including other lead volunteers, county commissioners and advisers.
- Dedication to retaining our members as they come to an end of their journey as a Ranger of young leader.
- Be a current adult member with a knowledge of the requirements and expectations of the Queen's Guide Award.

Term

Is appointed for an initial term of 3 years and may be re-appointed for a further 2 years*.

Responsible to

The county youth opportunities lead volunteer and the assistant county commissioner for adventure and opportunity.

Working with

- County youth opportunities lead volunteer.
- Other members of the youth opportunities team.
- Assistant county commissioner – adventure and opportunity.

- Young leader and Ranger lead volunteers.
- County team members.
- Queen's Guide award mentors.

Expenses

Claimed from county treasurer

Key responsibilities:

Leadership and support

- Lead, support and advise volunteers working with those interested in and undertaking their Queen's Guide award.
- Foster a positive, inclusive and youth-led environment.
- Respond to queries across the county relating to the Queen's Guide award.
- Keep up to date with new resources and programme initiatives relating to the Queen's Guide award, communicating and cascading information as appropriate.
- Attend county meetings as appropriate, providing updates for trustees in a timely manner.
- Liaise with the young leader coordinator and Ranger lead volunteer, alongside other members of the youth opportunities team to promote the award across the county.
- Organise and promote events to enable those completing the award to meet as a group across the county.

Administration

- Register candidates on GO, ensuring their start date is recorded.
- Sign off award once completed on behalf of the county.
- Send signed records of the award to HQ for final verification.
- Arrange local award presentations with candidates.
- Distribute certificates and badges.
- Liaise with country/region Queen's Guide award coordinators for support as and when required.

Volunteer development

- Support and guide Queen's Guide award mentors, helping them to embrace their role and develop an understanding of the award and how to support those undertaking each section.
- Encourage ongoing learning and development through Girlguiding training and resources.

- Encourage collaborative working between mentors with current and previous experience of the award to ensure young members are empowered to complete it successfully.

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.

Communication and collaboration

- Liaise with local commissioners, young members, leaders and mentors to share ideas and coordinate events.
- Represent the Queen's Guide award at local meetings and promote it across the county.
- Contribute to quarterly reports for trustees on the completed and in progress awards and future opportunities for those undertaking their Queen's Guide award.
- Attend youth opportunities team meetings, being an active member of the team.
- Attend region Queen's Guide award coordinator meetings as required.
- Attend relevant country/region/association training sessions where possible.
- Receive and disseminate information received from the country/region to team members and division commissioners (normally by way of meetings).
- Use the county designated email address for correspondence relating to the role.
- Only store records relating to the role on the county Microsoft Teams system.

Quick requirement check

- ☐ Disclosure check: yes
- ☐ Safer guiding: yes
- ☐ Attends unit meetings: not required
- ☐ Attends county meetings: occasionally
- ☐ Knowledge of the Queen's Guide award: desirable

**Reappointment is not automatic.*