



Caring
Challenging Fun
Empowering
Inspiring Inclusive

Volunteer Role Description

MENTOR

Could you support and motivate fellow volunteers, using your expert knowledge and experience, to achieve their Girlguiding Leadership Qualification? Volunteering as a Mentor 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

MENTOR

Who can do this role?

Mentors are women over 18 years old and should already be experienced Girlguiding members.

Do I need a qualification?

A Mentor must hold, and have current or recent experience of, the qualification she is mentoring for.

What is the purpose of this role?

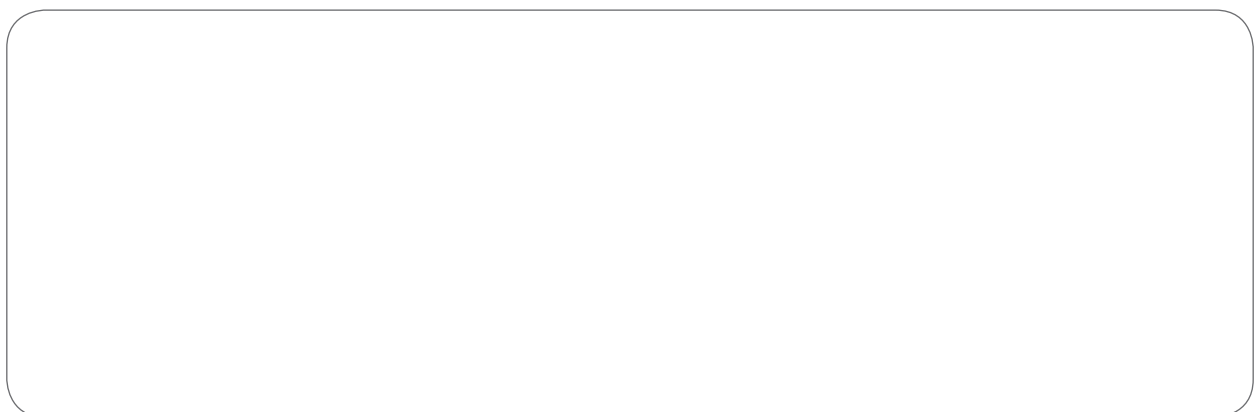
To support a fellow volunteer in their training towards a Girlguiding qualification, for example the Leadership Qualification. A Mentor will be matched with a member completing a qualification (referred to in this document as a 'Learner'), and will be responsible for supporting them through their qualification, ultimately deciding when they are qualified.

What will I do in the role?

The list below outlines the general responsibilities of a Mentor, but you will be working within a wider team and responsibilities may vary depending on different specialisms.

General

- Ensure that each Learner acquires all the necessary skills, knowledge, attitude and behaviour to achieve their qualification.
- Maintain good, regular communication with the Learner, sharing knowledge and resources, maintaining support and enthusiasm.
- Conduct the visits required throughout the qualification - or arrange for someone else to do so - to observe the Learner's skills and help the Learner to reflect on and learn from their experiences.
- Encourage people in a range of roles to sign off the Learner's qualification and inform the relevant Commissioner and relevant Advisers/Coordinators so they can mark off completed modules on Go!.
- Evaluate the Learner's progress regularly, making sure they understand their role and what is expected of them, helping to identify areas for development.
- Motivate, support and encourage each Learner in successfully gaining their qualification.
- Maintain communication with the Learner's local Commissioner and relevant Advisers/Coordinators or Unit Leader if appropriate, to keep them informed of the Learner's progress and any relevant difficulties or opportunities to fulfil requirements for their qualification.
- Signpost the Learner to relevant local training opportunities and help them to register for these.



Being part of your local guiding area

- Be part of a local Girlguiding community, by attending local 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 the personal development of others.
- An understanding of the importance of confidentiality.

Skills and abilities

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

- Excellent communication and listening skills.
- Ability to be flexible and innovative in mentoring methods, adapting to different situations.
- Ability to motivate and inspire adult volunteers.
- Ability to advise, guide and encourage problem-solving.



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.