



Caring
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Volunteer Role Description

ID VERIFIER

Would you be able to use your communication and organisational skills to support new volunteers to get involved in Girlguiding? Volunteering as an ID Verifier with Girlguiding could be for you!

Role title:.....

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

ID VERIFIER

Level: District/Division/County

Who can do this role?

ID Verifiers can be any adult over 18 years old. They should already be, or be willing to become, a member of Girlguiding.

Do I need a qualification?

No, but ID Verifiers themselves are required to complete an online criminal record disclosure check (if they have not already completed one for another Girlguiding role).

What is the purpose of this role?

An ID Verifier is responsible for checking and verifying a volunteer's identity documentation to complete their online criminal record disclosure check using the Girlguiding Disclosure system. The role of ID Verifier is recorded on the volunteer's Go! (our online database) record for the relevant guiding area which will also provide access to the Disclosure system.

The role of ID Verifier can be held at District, Division or County level; however, ID Verifiers can complete an online criminal record disclosure check with volunteers outside their own guiding area.

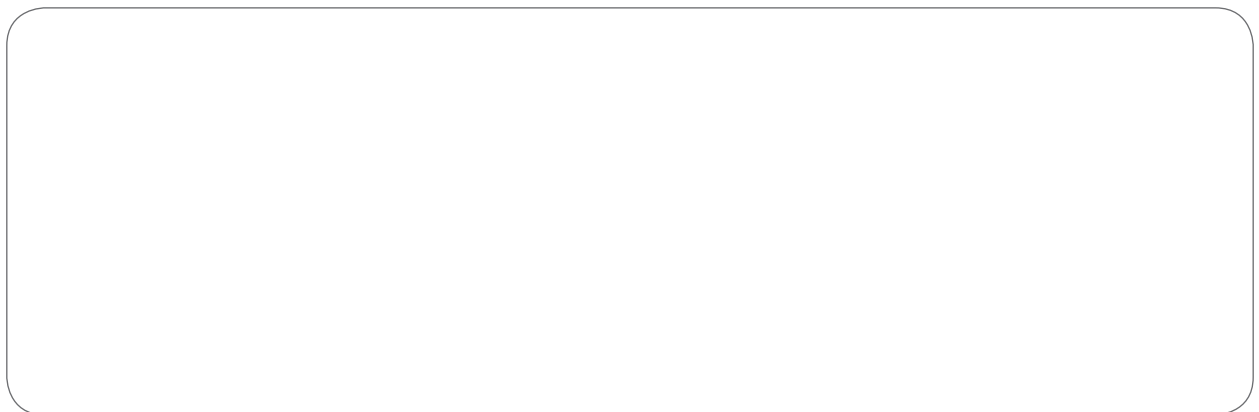
ID Verifiers within Girlguiding Scotland and Northern Ireland will also be responsible for checking original documents from volunteers for PVG and Access NI.

What will I do in the role?

While the list below outlines the responsibilities of an ID Verifier, you will be working within a wider team at the same level and responsibilities may vary.

General

- Be responsible for overseeing online recruitment checks for volunteers requiring one within their local area.
- Complete all relevant training for the role, to ensure that you understand all processes thoroughly.
- Meet new and existing volunteers requiring a criminal record check, to confirm that their ID documents are valid and details of documents are recorded online accurately.
- Support the applicants in completing the remainder of their disclosure application online if required, or provide applicants with unique login details to complete at home.
- Clearly explain the checking process to applicants, making sure they understand it. Explain what information, documents and references they will need to provide, and to support applicants with any questions or concerns.
- Monitor the progress of recruitment checks, addressing any problems or delays as a matter of urgency.
- Understand and refer to Girlguiding's Data Protection Policy in *The Guiding Manual*, and abide by it.
- Treat all information with the utmost confidentiality.



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.

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.
- Ability to respect confidentiality.
- A commitment to ongoing personal development.

Skills and abilities

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

- Excellent communication skills.
- Computer literate and comfortable with using online databases.
- High level of organisation and ability to work on own initiative.



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.