

Outdoor activities adviser volunteer role description

Would you like to support volunteers in your community to get the most out of the opportunities at Girlguiding and everything it has to offer? Becoming a Girlguiding Cymru Outdoor activities adviser could be for you!

Remit

To advise, motivate, support and communicate information about all aspects of the out of doors to Division, County and Girlguiding Cymru Teams and other guiding members. Contribute to an exciting programme of events enabling more girls and volunteers to access opportunities for development, challenge and adventure.

Reporting to:

Chief Commissioner & Operational Board.

Appointed by:

Chief Commissioner.

Term of office:

Three years, with an additional two years possible if appropriate.

Who can do this role?

Outdoor Activity Advisers can be any adult over 18 years old and a member of Girlguiding.

Do I need a qualification

You don't need a specific qualification to become an Adviser and you will be provided with training. However, a qualification and experience in the out of doors would be desirable.

What is the purpose of this role?

An Adviser is a specialist in a particular field of the guiding programme. An Adviser will advise, motivate and communicate information about the specialism to the Division, County or Country/Region Team and other guiding members, giving more GGC Outdoor Adviser Role Description Version 1.0 April 2020

girls and volunteers ways to access opportunities for development, challenge and adventure.

Advisers are often responsible for helping to create opportunities for events and take an active part in the wider team. As an Adviser, you will attend meetings and have regular contact with other Advisers, teams at other levels and Leaders.

Lead Outdoor Activities Advisers play a key role in leading and promoting activities in their Country/Region and support a wide range of outdoor and adventure activities contributing to the strategic objectives of the organisation.

What will I do in the role:

- Keep the Chief Commissioner and Operational Board informed of developments in the Outdoors in Wales and work in partnership to develop policy and activities.
- Design events and activities in-line with the Girlguiding Cymru Strategic Plan.
- Provide ongoing support to the Country/Region, County or Division by giving advice and answering specific queries, often by email.

- Demonstrate a working knowledge of and enthusiasm for your specialism.
- Become an expert in your specialism, use your knowledge to solve problems and promote the advantages of your area of the guiding programme.
- Support Leaders to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme.
- Attend level-specific meetings, conference calls and events as appropriate.
- Administer any applicable training or qualifications in your area of responsibility.
- Keep up to date with new resources and programme initiatives, and use and cascade information as appropriate, communicating to all relevant stakeholders.
- Take an active role in relevant committees within the Country/Region as required.
- Contribute to a calendar of outdoor events and activities for the Country/Region.
- Advise Commissioners and Leaders on planned activities, including residential opportunities, through the Residential Event Notification (REN) process as appropriate.
- Run and support events to promote your specialist area.
- Offer a range of guiding residential experiences that broaden the horizons of members and offer an appropriate level of challenge.
- Encourage Leaders to offer inclusive and accessible activities, working within the guiding programme.
- Coordinate, along with the Country/Region Trainer Coordinator, delivery of the Going Away With Training Programme, ensuring that trainings are available to Leaders on a regular basis and promoting these as opportunities to gain the skills and confidence to take girls camping or to residential.

Being part of your local guiding area:

- Meet County Outdoor Activity Teams annually, ensuring out of doors is, promoted widely to members and is accessible to any member who would wish to take part.
- Support County Outdoor Advisers, maintaining clear communications and sharing best practice.
- Maintain clear communications with County Commissioners and County Outdoor Advisers, supporting them with queries about Residential Event Notification forms and other matters.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.

Being part of Girlguiding:

- Be committed to undertaking relevant training, or equivalent.
- 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.
- Demonstrate an understanding of and experience of your area of specialism, both within Girlguiding and externally.

Promoting Girlguiding

- Represent Wales at events where possible.
- Promote a positive image of Girlguiding at public events.
- Familiarise yourself with Girlguiding's key messages and promote these in your external communications.

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.
- Host meetings and events to share information at a local level.
- Reimburse agreed expenses.
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements.

Am I right for the role?

Girlguiding Advisers provide essential support to help members get the most out of the Girlguiding programme and promote our activities. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

Am I right for the role?

- An open and approachable manner.
- Reliable and trustworthy.
- Creative and enthusiastic.
- A commitment to ongoing personal development.
- An interest in outdoor activities and a passion for providing outdoor and adventure opportunities for girls and young women.

Being part of Girlguiding:

- Be committed to undertaking relevant training, or equivalent.
- 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.
- Demonstrate an understanding of and experience of your area of specialism, both within Girlguiding and externally.

Skills and abilities

- While these skills and abilities are not essential when starting, they should be developed as part of the role.
- Ability to lead, and work as part of, a team.
- Excellent communication skills.
- Desire to motivate and inspire girls and young women from a broad range of backgrounds.
- Ability to motivate and inspire adult volunteers.

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.

