



## Girlguiding Cymru Safeguarding Lead Volunteer Volunteer Remit

**Role title:** Girlguiding Cymru Safeguarding Lead Volunteer

**Volunteer Specialism:** Regional management of allegations, concerns and incidents

**Supported by:** Chief Commissioner and supported by CHQ Head of Safeguarding

### Volunteer Role Description

**What is the purpose of this role?**

This role will be to ensure that all volunteers have access to good quality safeguarding support both in an ongoing advisory capacity and when there is an allegation, concern or incident identified.

### What will I do in the role?

The list below outlines the general responsibilities of the role, but you will be working within a wider team and responsibilities may vary depending on regional needs and demands.

Your role will be to:

- Ensure that a leader has access to support from local commissioners or other volunteers as appropriate, when suspended pending enquiries
- Ensure that enquiries are carried out on the allegation, incident or concern according to procedures and are fed back to HQ Safeguarding team in an accurate and timely manner
- Ensure that enquiries are carried out on the allegation, incident or concern according to procedures and are fed back to Chief Commissioner in an accurate and timely manner
- Undertake local enquiries in support of HQ safeguarding team.
- Ensure all administration tasks are completed in an accurate and timely manner in partnership with Region Managers
- Support the Chief Commissioner and Commissioners, as needed
- Liaise with HQ Safeguarding team providing local knowledge and expertise within their enquiries and in support of Local Authority investigations (it is not intended that you will directly engage or attend MASH referral meetings or court)
- Promote good safeguarding practice as key to developing good guiding practice
- Liaise with Region management team, to ensure local lessons learnt are reflected within the practice
- Undertake or co-ordinate support for volunteers working under restrictions post suspension

- Undertake to attend 3 monthly supervision or as needed by Head of Safeguarding (HQ)

### **Being part of your local guiding area**

- Be part of a local Girlguiding community, by attending meetings and maintaining a good relationship with other volunteers.
- Develop and maintain clear communications with Safeguarding lead Volunteers and other Girlguiding members as relevant.
- 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, 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 and those who support them.

### **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 and ability to work in a confidential environment

- A commitment to ongoing personal development and to supporting others' personal development
- Good listening skills
- An eye for detail and enquiry

### **Skills and abilities**

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

- Ability to work as part of a remote team
- Excellent verbal and written communication skills
- Ability to use and access the internet and email
- Ability to use Microsoft Office, PowerPoint and/or other electronic presentation software
- Willing to travel reasonable distances, sometimes outside the local area.
- Willingness and ability to have honest conversations with other leaders and or parents/carers of young members
- Good organisation and time management skills.

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.