



ROLE DESCRIPTION:

COUNTY RESIDENTIAL ADVISER

Role

To promote, encourage and be responsible for the standards and administration of all aspects of camping and residential holidays, at County level.

This role may be shared. One role concentrating on camping, the other on indoor residential. The two volunteers should work together closely. They may combine reports and only one need attend the meetings as mentioned below.

Personal Qualities

Will probably hold a Residential Qualification and understand the importance of maintaining camping and residential standards. Understand the value of the out-of-doors to a well-balanced programme for girls and adults for their physical and emotional well-being.

Term

Is appointed for an initial term of three years and may be re-appointed for a further two years. Reappointment is not automatic.

Responsible to

The County Commissioner

Working with

Joint Residential Adviser (if appropriate)
Divisional Residential Advisers

Expenses

Claimed from County Treasurer

Responsibilities

1. Be an active member of the county team. Represent all aspects residential within that team. Liaise with and act as Adviser to the County Trustees on camping and residential holiday matters.
2. Attend quarterly County Operation Group meetings to share and receive information and collectively work together.
3. Attend Region Residential Adviser meetings as required.
4. Receive and disseminate information received from the Country/Region to the Division Advisers. This is normally by way of meetings. Keep a written record of those meetings.

5. Encourage a team comprising of Division Advisers to work together to support volunteers.
6. Ensure camping standards are maintained throughout the County. With other members of the outdoor team, ensure that instructors used at residential events are appropriately qualified.
7. Arrange training sessions (with the County Training Team) and assessments for camping and residential holiday qualifications for leaders, and support testing for girl's badges, permits and certificates in liaison with Division Advisers.
8. Act as a point of reference and support Division Advisers and other leaders in the County with regards to forms and organising residential/camps
9. Keep records of leaders taking their Going away qualification, ensuring a suitable mentor is found and checking the final documentation. Issuing the qualification and ensure it is entered on Go.
10. Know of suitable camping sites within the County and keep this up-to-date on the county website.
11. Receive RENS for any units wishing to stay at Hertfordshire Guide Centre. Receive RENS for any out of county units running residential in county.
12. Attend Country/Region/Association training sessions where possible. Keep up-to-date with innovations and developments.
13. Keep up-to-date with all publications and new resources, including those published by Girlguiding UK and other governing bodies concerning youth group residentials, camping and the out-of-doors.
14. Produce a written report for quarterly Trustee meetings and an annual report.
15. Support Queen's Guides in their Expedition section of the syllabus.
16. Make sure the residential section on the website is up to date.
17. Use the County designated email address for correspondence relating to the role.
18. Only store records relating to the role on the County Microsoft Teams system.