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|  | ROLE DESCRIPTION:YOUNG LEADER LEAD VOLUNTEER |

## **Role**

The main point of contact for young leaders across Hertfordshire county. Supporting them in their role and with the young leader qualification, and helping develop them into future adult leaders.

## **Personal Qualities**

Enthusiastic about developing young people. Have good communication and computer skills. Knowledge of the Girlguiding young leader qualification scheme desirable.

## **Term**

Is appointed for an initial term of 3 years and may be re-appointed for a further 2 years**\***.

## **Responsible to**

County youth opportunities lead volunteer

**Working with**

Other members of the youth opportunities team

County team members

## **Expenses**

Claimed from county treasurer

## **Responsibilities**

* Dealing with young leader based queries from across the county.
* Processing young leader qualification completions and sending out badges and certificates.
* Liaising with the county training team to provide training for young leaders and adult leaders that support young leaders.
* Attend youth opportunities team meetings.
* Attend region young leader lead volunteer meetings as required.
* Support and encourage young leaders to develop and complete their qualification if appropriate.
* Promote youth opportunities to young leaders.
* Keep abreast of young leader related updates (e.g. safe space for 14-17) and ensure knowledge of the current guidance is up to date.
* Attend relevant country/region/association training sessions where possible.
* Receive and disseminate information received from country/region to young leaders and adult leaders supporting them.
* Use the county designated email address for correspondence relating to the role.
* Only store records relating to the role on the county Microsoft Teams system.

**\****Reappointment is not automatic.*