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|  | ROLE DESCRIPTION:YOUTH OPPORTUNITIES LEAD VOLUNTEER AND RANGERS LEAD VOLUNTEER |

## **Role** Heading up the county youth opportunities team providing support to county young members (aged 13 – 18), the adult leaders who support them and members undertaking the Commonwealth award

## **Personal Qualities**

Enthusiastic about developing young members and increasing our young member numbers. Be a current or former Ranger leader. Have good communication and organisational skills. Knowledge of the Ranger programme, Ranger outdoor qualification, young leader qualification, Queens Guide award and DofE award would be advantageous.

## **Term**

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

## **Responsible to**

The county commissioner

**Working with**

Other members of the youth opportunities team

County team members

## **Expenses**

Claimed from county treasurer

## **Responsibilities**

* Be an active member of the county team and work collaboratively with all team members. Represent all youth opportunities aspects within that team.
* Plan and promote county youth opportunity events and activities.
* Co-ordinate and encourage the youth opportunities team, including division lead volunteers, to work together to support our volunteers.
* Attend quarterly county operation group meetings to share and receive information and collectively work together. Ensure a representative attend in your absence.
* Attend region meetings relating to the areas for youth opportunities.
* Receive and disseminate information received from the country/region to team members and division lead volunteers (normally by way of meetings).
* Keep in contact with your team, and arrange or c~~C~~hair regular team meetings if required.
* Liaise with and act as lead volunteer to the county trustees on youth opportunity matters.
* Produce a written report for quarterly trustee meetings and an annual report.
* Produce a yearly budget for approval by the trustees.
* Attend Country/Region/Association training sessions where possible. Keep up to date with innovations and developments.
* Receive and communicate with all Commonwealth award participants, support their progress with their award alongside their local leadership team and meet them on completion for presentation of their award.
* Provide support, and communicate with leaders and young members regarding all youth opportunities promoting clearly and regularly, e.g. newsletters, billboard articles, website and the social media team.
* Understand and follow GGUK guidance on safe communications with young members and keep leaders involved and aware of these opportunities too.
* Promote good Girlguiding at all times.
* Keep up to date with all publications and new resources, including those published by Girlguiding UK and other governing bodies.
* 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.*