

Assistant Peer Education Coordinator (Training and Development)

About Girlguiding

With Girlguiding, girls have fun, adventure and the space to discover their potential. Girls can do anything. We help them know that, whether they're 4 or 18 or in between. Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community.

About Girlguiding London and South East England

Girlguiding breaks down into gradually smaller groups that deliver good guiding for their area. At the highest level, the UK is split into nine countries and regions. Girlguiding London and South East England is one of the regions of Girlguiding and we are here to deliver and support the business of Girlguiding in the region.

The region consists of 17 counties from Sussex, Surrey, Kent, Middlesex and London, with over 42,000 young members and 11,000 volunteers. We provide training and support for adult volunteers to enable them to deliver good guiding experiences and share good practice across the region.

This is an exciting time to join us as we are working on our strategy for 2022-2027, reflecting the Girlguiding strategy of 'Today, Tomorrow, Together' to meet the needs of our members in today's society.

About the role:

Peer educators are young members aged 14 to 25 trained to deliver impactful interactive sessions on topics that matter to Brownies, Guides, Rangers and similar age groups outside of Girlguiding. They are trained by specialist peer education trainers and then supported at a local level by county coordinators. As the region assistant peer education coordinator (training and development) you'll support the region peer education coordinator and have a specific focus on growing the programme through training events so that we can continue *changing the world, one girl at a time*.

Peer education within Girlguiding London and South East England has grown at an incredible rate since we relaunched the programme in April 2022. The nine training weekends we've hosted since have enabled almost 160 young members to become peer educators. In 2025, our

fantastic team of dedicated peer educators from across the region reached 2,735 young members by delivering 175 sessions (making us the top region nationally).

We're looking for an enthusiastic individual who understands the value of the Girlguiding peer education programme and can lead and develop our training offer. The main purpose and function of this role is to continue the region's peer education reputation by planning, organising and delivering training events, which include residential weekends and in person or online topic days. You'll build good relationships with the region's existing peer education trainers and identify potential future peer education trainers interested in completing the trainer development programme (TDP). You'll offer support to the peer education coordinator and assistant peer education coordinator (marketing and engagement), united with the aim of increasing access to peer education for young members wishing to take on the role so that more units can experience our impactful workshops.

Some of what you'll do:

The list below outlines the general responsibilities of the region assistant peer education coordinator for training and development:

- A coordinator is a designated point of contact for a particular element of the guiding programme. You will aim to give more young members ways to access opportunities for development, challenge and adventure, within the context of peer education.
- Assist the region peer education coordinator and work with the assistant peer education coordinator (marketing and engagement) to contribute to the development of Peer Education at region level.
- Provide clear, regular and timely updates to the peer education coordinator and attend joint 'check in' meetings on at least a monthly basis.
- Deputise for the peer education coordinator where not available at region girl experience team meetings or Girlguiding UK county & region peer education coordinators meetings.
- Prioritise attending quarterly peer education county coordinator support meeting.
- Maintain a good relationship with peer educators, peer education county coordinators and region staff team members.
- Plan the budget for training events in accordance with the region's agreed format.
- Lead the event planning and running of peer education training weekends (2 nights) and topic training (1 day), including researching and securing suitable locations, confirming appropriate event teams and trainers as well as completing all necessary Girlguiding going away with requirements.
- With the support of region staff, create booking forms, website event pages and a communication plan for launching training events.
- Work with region staff to ensure training resources are ready for events.
- Take a lead on inclusion for participants attending training events, offering 1:1 support calls and, where appropriate, co-creating event-specific adjustment plans.
- Attend all training weekends, either as a trainer or a member of the event support team.
- Have oversight of the region's peer education training and development strategy including the identification and development of potential peer educator trainers.

- Maintain links with the region lead volunteers responsible for training, especially the lead volunteer for the trainer development programme (TDP).
- Hold and manage a region email account and respond to queries in a timely manner, redirecting where appropriate.
- Keep up to date with new peer education resources and programme initiatives, considering how best to disseminate information, alongside the peer education coordinator and assistant peer education coordinator (marketing and engagement).

What will Girlguiding London and South East England do for me?

- Provide an induction to the role, region organisation structure, and explain how your responsibilities and position fit within the strategic plan.
- Help to develop your skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).

Am I right for the role?

The assistant peer education coordinator (training and development) will provide essential support to the peer education coordinator. While we can offer you guidance and support we would expect you to possess the skills & personal qualities as outlined below:

- An interest in peer education and a drive to inspire further growth of the programme and/or an ability and willingness to learn.
- An enthusiastic ambassador for peer education with an ability to motivate and inspire others to become peer educators or peer educator trainers.
- Knowledge of Girlguiding going away with residential requirements (and if you are an adult leader and do not already have the qualification, be willing to work towards it).
- A collaborative approach to teamworking
- Understanding of budget management and event planning.
- Takes a proactive approach but is empowered to and asks for help when needed.
- Strong organisational skills.
- Excellent verbal and written communication skills.
- A fun, open and approachable manner.
- A commitment to on-going personal development.

For all our roles we expect volunteers to:

- Be willing to get an enhanced disclosure check and complete relevant safeguarding training, all provided by Girlguiding.
- Want to adhere to our volunteer code of conduct.

Who you will report to:

You will report to the peer education coordinator and work closely with the assistant peer education coordinator (marketing and engagement). You may have contact with region staff members supporting peer education as well as members of the region girl experience team,

as appropriate. You will likely communicate with peer educator trainers across the region regularly and may also connect with and motivate other Girlguiding members outside of peer education to join event support teams.

You may have contact with the young volunteer staff team as well as the lead and assistant specialist volunteers for peer education at Girlguiding UK.

Recruitment information:

We're keen to hear from people of all backgrounds, abilities, races, sexual orientations, socioeconomic backgrounds, and of all faiths and none. This volunteer position is open to members over the age of 18. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support all volunteers.

Please note this is a volunteer role and does not form part of any contract of employment. There is no remuneration for this post, but all reasonable expenses will be reimbursed. This appointment is for an **initial 2-year term**.

How to apply:

Please email recruitment@girlguidinglaser.org.uk with a short statement explaining why you are interested and what you could bring to the role. If you have any questions about the role, please direct them to peereducation@girlguidinglaser.org.uk.

Please note we will ask for a reference from your county commissioner post application.

Closing date: Midnight on Sunday 26 July