

## **Assistant Peer Education Coordinator**

### **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. All girls have a home at Girlguiding – whoever they are, and wherever they are. 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, you'll support the region peer education coordinator and have a specific focus on increasing awareness of Peer Education and supporting peer educators to connect, so we can continue *changing the world, one girl at a time*.

***'A must-do opportunity. I learnt so many skills that have helped me develop my confidence and create a hope inside of me of doing that for others' – February 2025 Peer Educator talks about their training experience***

Peer Education within Girlguiding London and South East England has grown at an incredible rate since we relaunched the programme in April 2022. Year on year we have expanded our reach and number of sessions delivered. In 2024, our incredible team of peer educators from across the region reached 4186 young members by delivering 251 sessions. The expansion is evidenced by this new distinct role and this is an exciting time to join the team.

We're looking for an enthusiastic individual who understands the value of the Girlguiding Peer Education programme and can be a vocal ambassador for the programme. The main purpose and function of this role is to help increase awareness of Peer Education, ensure existing peer educators are valued through our rewards and recognition systems and oversee additional opportunities for peer educators including chances to connect outside of the training room. You'll offer support to the peer education coordinator, 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:

- 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 contribute to the development of Peer Education at region level
- Provide clear, regular and timely updates to the peer education coordinator. Attend joint 'check in' meetings on at least a termly basis.
- Prioritise attending quarterly peer education county coordinator support calls

- Deputise for the peer education coordinator where not available at region girl experience team Meetings or Girlguiding UK county & region peer education coordinators meetings.
- Maintain a good relationship with peer educators, peer education county coordinators and region staff team members.
- Take a lead on the promotion and communication strategy to raise awareness of Peer Education within the region. This would consist of looking after our Instagram page, creating and scheduling regular informative and engaging posts alongside responding to direct messages and follower interactions. This may also include writing blog posts following events and consulting marketing and communications staff within the region office about wider opportunities for promotion. You may even have some new ideas for promotion.
- Have specific responsibility for organising opportunities which foster connection and networking between Peer Educators with a girl-led approach. Previous opportunities have included online escape rooms as well as a group attending Converge on Cardiff. This would involve coordinating instances where Peer Education input has been requested at regular and special events both at region and Girlguiding UK level. This has typically included international selection days, all-section days and special events at region level as well as pilot projects and special events at HQ level.
- Have oversight of the region peer education rewards and recognition system. This includes supporting county coordinators with the administration of Bronze, Silver and Gold Peer Education badges and coordinating the nomination and administration of peer educator of the quarter certificates. This may also include identifying members who could meet the criteria for region and national awards and coordinating applications to meet strict deadlines. Additionally, you may be asked to write supporting letters for county level awards applications. There may be scope to propose enhancements or revisions to the region Peer Education rewards and recognition system.
- Support at least one region Peer Education training event a year, either as a trainer or a member of the event support team
- 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

## 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 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
- Knowledge of the Peer Education programme and/or an ability and willingness to learn
- An enthusiastic ambassador for Peer Education with an ability to motivate and inspire others
- Excellent verbal & written communication skills
- Insight into social media platforms including Instagram and Facebook
- An ability to think creatively
- Strong organisational skills
- Takes a proactive approach but is empowered to and asks for help when needed
- 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. 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 county coordinators and peer educators across the region regularly.

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 1-year term**.

## How to apply:

Please email [recruitment@girlguidinglaser.org.uk](mailto: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](mailto:peereducation@girlguidinglaser.org.uk).

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

**Closing date: Thursday 9th October 2025 at 12 noon**