

Volunteer role information

Leader Development Programme Coordinator

About the role:

The Leader Development Programme (LDP) Coordinator will play a key role in empowering volunteers across Girlguiding London and South East England, supporting them to become leaders in Girlguiding. You will work closely with our lead volunteer for Learning and Development and join her team. You'll work with County LDP coordinators across the region to shape learning and development opportunities and develop approaches to support leaders in training and mentors.

We are really interested in appointing someone who has significant experience of working with leaders in training with a strong working knowledge of the current LDP and Learning Platform. Experience as a County LDP coordinator and/ or Trainer would be beneficial.

This is a flexible role that can fit around other volunteering roles, studies, or work.

Main responsibilities:

- Support the LDP at region level by working with Counties to ensure that volunteers are supported to complete the programme
- Ensure effective communication of the offer to members across the region and encourage participation in the range of opportunities available. This could be through social media, blogs and more.
- Work with the L&D team to ensure that a range of suitable training opportunities are available to Leaders in Training. This includes face to face, webinars as well as support to complete e-learning.

- To work with county teams to build and support a network of LDP coordinators.
- Gather feedback and stay in touch with Leaders in Training and LDP Coordinators in the region to make sure that the LDP offer meets their needs.
- Attend meetings within the region to contribute to our delivery plan and strategy; this may include residential events.
- Attend meetings with the national LDP team at HQ. They meet roughly termly virtually.

Skills and experience needed for the role:

- Be able to communicate with volunteers and staff teams.
- Be able to work as part of a team.
- To have experience of supporting Leaders in Training
- Understanding of the LDP and able to use the Learning Platform
- Previous experience as a Trainer and/ or LDP Coordinator – question does this need to specify county level? Whilst the role is only county level, they can be given responsibility for a specific division – is that enough experience?
- To be enthusiastic about increasing the number of Leaders in the region.

Support:

- Ongoing staff and volunteer support. Your main volunteer supporter is Julie Lowe, Learning and Development Lead Volunteer.
- Expenses for travel and subsistence can be claimed for any events you are required to attend to complete your role.

Time commitment:

- 3 meetings (approx.) a year with Learning and Development team (online and one face to face usually as part of Region team weekend)
- 3 meetings (approx.) a year with national LDP team

- Lead a termly meeting with County LDP coordinators
- Regular liaison with staff team and Training coordinators to ensure sufficient, appropriate trainings are available
- Ad hoc support to County LDP coordinators (emails, occasional calls)

This role is for 3 years with the possibility of extension for a further 2 years by mutual agreement.

Requirements of the role:

- You should be a member of Girlguiding and hold a DBS and Safer Guiding
- You should be a current Girlguiding Leader and/ or Trainer
- You will need to send a reference for the role that outlines: your ability to work as part of a team, your ability to communicate effectively with others, your experience within Girlguiding, and their opinion of your ability to fulfil the role description for this role.
- The role will be reviewed at 3 months after commencing to make sure it's the right fit for you and the wider team.

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: Julie, our lead volunteer for Learning and Development via LDlead@girlguidinglaser.org.uk

Deadline for applications is midnight Thursday 19th February.