

Guiding on your CV



WE DISCOVER, WE GROW

Girlguiding



Through the activities you do and the roles you take on in guiding, you're building new skills and gaining valuable experience - even when you don't realise it. Your experiences with Girlguiding will make your CV stand out, and here are some of the best ways to shout about it.

Skills

There are many valuable skills you can gain through guiding that you might not have thought of.

- **Teamwork** When you plan meetings with your fellow Leaders, sharing out things to do and communicating with each other, you're showing that you can work effectively as part of a team.
- **Leadership** From running a game at Rainbows to being a Commissioner, you're demonstrating that you're a confident and capable leader.
- **Organisation** Planning and delivering your programme, organising your records on Go!, even keeping your meeting place in good shape shows that you are organised and efficient.
- **Budgeting** Do you do the accounts for your unit? Or have you budgeted for a camp or event you've run? These tasks help you build great transferable skills.
- **Motivation** Gaining any award or qualification in guiding, from a Guide badge to becoming a Queen's Guide, shows that you are reliable and can work independently.
- **Communication** If you're making contact with parents, Commissioners, young members, outside contacts - anyone - then you're demonstrating your excellent communication skills.

That's not to mention the more specific skills that different roles give you - being a Public Relations Adviser means you've got experience of working with the media. Being a Leader in Charge at a camp shows that you can plan events and oversee projects from start to finish. When writing applications, make sure you highlight the specific range of skills you've developed through your guiding roles.



Jargon busting

As a member of Girlguiding, terms like LQ, Look Wider and Queen's Guide Award have a specific meaning to you, but to someone who has no involvement with the charity, it's like speaking a different language. Make it easy for employers to understand what you are talking about so they don't miss the valuable skills you've developed through guiding.

'I gained my LQ with a local Guide unit'

'I have completed the Girlguiding Leadership Qualification which qualifies me to lead a group of 10- to 14-year-old girls (Guides) as a volunteer. I assist with programme planning and organisation of activities, as well as taking the group away on residential events, such as camping.'

'I am a member of The Senior Section'

'I am a member of the Anytown Senior Section Unit, part of Girlguiding. Members are aged between 14 and 26. We plan and run our own self-development programmes that focus on areas including community action, independent living and leadership.'

'I have completed my Queen's Guide Award'

'I have completed my Queen's Guide Award, which is the highest award attainable for members of Girlguiding. The award takes several years to complete and includes aspects such as service in guiding, personal skill development and community action.'

'I am a Peer Educator'

'I am trained by Girlguiding to lead peer-education discussions with young people aged between 10 and 26 on topics important to them, such as disability awareness, healthy relationships and body confidence.'

'I have been a Rainbow, a Brownie, a Guide and a Ranger'

'I am an active member of Girlguiding. I have been part of several different teams working on projects and activities, enabling me to develop organisational and leadership skills as well as challenge myself to try new activities and meet new people from around the country.'

Give an example of...



Sometimes in an interview you will be asked to give specific examples of situations you've experienced. This may seem daunting if you don't have a lot of work experience, but situations in guiding call for the same skills and abilities that you need in the workplace. Here are a few examples of how guiding could help.

Give an example of how you work well in a team

'As a Girlguiding Young Leader I am part of a team of leaders who run a local Guide group of girls aged 10 to 14. When we organise activities I contribute by bringing lots of ideas to our planning meetings. As I fit volunteering around my studies I keep the team constantly updated about when I'm available or not. The whole team works well together to ensure that tasks are shared out, and we always ask each other for help. This communication is key to ensuring we run an excellent programme of activities for the Guides.'

Give an example of how you have successfully managed a project

'As a Girlguiding volunteer I help run activities, challenges and adventures for girls aged 7 to 10. We recently went on a week-long adventure holiday I was in charge of. The project required good communication skills: with the girls, with their parents and carers, and with my team. Delegating jobs and clearly communicating tasks meant I had a manageable workload and the team was empowered by the delegated responsibilities. I shared a plan and timetable for the project so everyone was kept fully informed. We stuck to the plan so the holiday ran smoothly and the girls had a great time!'

Give an example of a significant achievement you have had in the workplace

'Although it is a voluntary position, the most significant achievement I have had is in Girlguiding. I decided to gain my full Girlguiding Leadership Qualification, which would enable me to become the leader in charge of the group of 20 girls aged 7 to 10 that I volunteer with. The training covers all aspects of working with young people including child protection and health and safety issues, programme planning, administration, account keeping and legal requirements. It took me a year to complete the training, and I was extremely proud to attain this qualification.'

Hints and tips

- Adapt your CV to each opportunity you apply for. Keep a basic version and then adjust it each time to highlight the skills and experiences that are specifically relevant to the role you are applying for.
- Your covering letter is an opportunity to really go into detail about what makes you the best candidate for the role and to show further how your experiences match their specifications.
- Not all opportunities ask for a traditional CV, but having one to hand makes filling in application forms much easier.
- Putting your guiding experience under 'Voluntary work' on your CV makes you stand out - this focuses employers on the fact that you are prepared to give up your time, energy and expertise for free for something you are passionate about. You can also put it under Skills/Interests/Hobbies to emphasise your skills, personal development and achievements, as well as community action and service projects.
- Ask someone who doesn't know anything about guiding to read through your CV. Do they understand what you say about it? If they don't, you might need to change some of the guiding terminology into plainer English.
- Don't rely on just your spellchecker to proofread your CV. Ask someone to check it for you for any errors.
- Your CV should be no more than two pages long. Make sure that you mention all appropriate skills and experience but keep information brief and relevant.
- Be honest! If you lie on your CV you are likely to be found out at any subsequent interview. You are then unlikely to get the job as the employer will believe you are not trustworthy.

Don't underestimate all the skills you've demonstrated through guiding - they make a really positive contribution to your CV. Good luck!