

Leader In Training Coordinator

Role description

4 May 2023

What you need to know

This role

As the leader in training coordinator, you will work collaboratively with the learning and development team to ensure that our county leader in training advisers and mentors are able to support volunteers in their county.

- Be an expert or be willing to become an expert on the Leadership Qualification (LQ) and the new Learning Development Platform (LDP).
- Be able to help the Leader in Training coordinators work together to create a set of best practice guidelines for the new LDP.
- Support the counties with the move from the LQ to LDP and beyond to help completion rates.
- Liaise with the Learning & Development team at Girlguiding.
- Create a peer support network to help the counties for leader in training coordinators.
- Support our local mentors.
- Initially this role is for 18 months, with a review to confirm if the role is required longer term.
- Arrange/support trainings for both leader in training coordinators and mentors.

Any member of Girlguiding Scotland aged 18+ can apply for this role.

Skills and experience:

- Have experience of being a LQ or Leader in Training Coordinator in a county (desirable).
- Be able support volunteers with difficult conversations.

- Have experience supporting other to complete qualifications.
- Have good organisational skills.
- Be able to communicate with various volunteers and staff teams.
- Be able to work as part of a team.

Practicalities:

- There are usually 4 meetings of the learning and development team (these are generally held as online meetings but once a year the team meets face to face).
- There will be once a quarter meetings/catch ups with our county leader in training coordinators to support them.
- There may be other ad hoc meetings that require your attendance.
- Expenses for travel & subsistence may be claimed for any travel required to complete your role.

What you will get from the role

- You'll have support from our dedicated staff team and volunteers to help you succeed in the role.
- Report writing and creating planning documents
- Digital skills including using platforms for collaborative working
- Engaging and encouraging volunteers
- Learning opportunities
- Working with external providers to provide training to our volunteers
- You'll enhance your time-management, and communication skills
- You'll meet people from a range of backgrounds, from right across Scotland
- Contribute to a national organisation helping almost 40,000 of girls and young women

How to apply:

If you want to have an informal chat, please get in touch with Ann-Marie one ann-marie@girlguiding-scot.org.uk.

To apply for this role, email ann-marie@girlguiding-scot.org.uk with your full name, membership number, two references and answers to the two questions below. Your

referees should be current members of Girlguiding, ideally at least one of whom will be from a level above you, for example your local or county commissioner.

Please make sure to include the role title, Leader in Training Coordinator, in the subject of the email.

Q1. Why are you interested in this role? (300 words max)

Q2. What skills and experiences do you have to offer? (300 words max)

Applications from across Scotland are welcomed.