

Becoming a Trainer Coordinator

Role description

9 October 2023

Are you looking for a new role? Could you support our volunteers? We are looking for a new member to join our learning and development and help our volunteers to become trainers. If you would like more information about the process of becoming a trainer you can find it [here](#).

1.1 The purpose of the role

- Welcome and support volunteers who would like to become a prospective trainer.
- Assist our becoming a trainer volunteers to set up their roles visits and shadowing a training.
- Support and nurture our becoming a trainer volunteers.
- Check all paperwork is submitted and correct and liaise with staff to ensure references are completed.
- Work closely with our prospective trainer and tutor coordinator to ensure a smooth pipeline into the role of prospective trainer.

1.2 Skills and experience needed for the role

- Have good organisational skills.
- Be able to communicate with various volunteers and staff teams.
- Be able to work as part of a team.
- Experience of supporting people to complete qualifications. (desirable)

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role.
- This role receives ongoing staff support from the volunteer experience project coordinator and volunteer line manager support from the lead volunteer for learning and development. Expenses for travel & subsistence may be claimed for any travel required to complete your role.

- This role is for 3 years.

1.4 As part of this role, you will need to:

- Attend 4 meetings of the learning and development team each year (3 are virtual with 1 face-to-face meeting).
- Hold check-ins with becoming a trainer volunteers.
- Attend Scottish training events
- Attend other ad hoc meetings that require your attendance, these will include meetings with anyone in the process and attendance at Scottish trainer events.

1.5 How to apply for this role:

If you have any questions about this role, please contact Beatrix Keillor our lead volunteer for learning and development on BeatrixK@girlguiding-scot.org.uk. If you are interested in applying for the role, please send your answers to the following questions to ann-marie@girlguiding-scot.org.uk, please use Becoming a Trainer Coordinator in the subject line 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 are invited from across Scotland are welcomed and the closing date is Friday, 10 November.