

Tutor & Reviewer Coordinator

Role description

9 October 2023

Are you looking for a new role? Could you support our tutors and reviewers? We are looking for a new member to join our learning and development and support our tutors in their roles, by arranging training and support meetings. If you would like more information about what our tutors and reviewers do you can find it [here](#).

1.1 The purpose of the role

- Support our current tutors and reviewers to exceed in their roles.
- Arrange tutor support meetings and optional check ins.
- Work with the team to arranging further sessions to train more tutors and reviewers.
- Support the tutors to upskill.
- Work with the trainer qualification coordinator to match new prospective trainers with tutors.
- Work closely with our trainer qualification coordinator and becoming a trainer coordinator to ensure a smooth pipeline into the role of prospective trainer.

1.2 Skills and experience needed for the role

- Be a current tutor. (essential)
- Be a reviewer or be willing to complete the training. (desirable)
- Have good organisational skills.
- Be able to communicate with various volunteers and staff teams.
- Be able to work as part of a team.

1.3 Induction, training, and support

All our 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).
- Attend trainer and prospective trainer events.
- Hold check-ins with tutors at both your conveniences.
- Host tutor support meetings.
- Attend other ad hoc meetings that require your attendance.

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 Tutor & Reviewer 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 20 November.