



# International Adviser

## Role description

18 April 2024

Are you passionate about international opportunities? Could you help support our counties to make sure every girl has an international experience? We're looking for a new international adviser who will support our counties and build a new international team to deliver on Girlguiding Scotland's international strategy.

This is a flexible role that can fit around other volunteering roles, studies, or work. It should take around 10 hours per month (variable) and is open to any adult member aged 18 or over.

### 1.1 The purpose of the role

- Promote the new understanding of what an international experience is and that it means more than trips abroad.
- Encourage participation in World Thinking Day events and work to improve awareness of WAGGGS, improving links between Girlguiding Scotland and WAGGGS.
- Work with the volunteer experience team to provide training and information sessions for members, to encourage and support work on international licenses.
- To support events like the international wide game (Amsterdam Adventure) and the GOLD (Guiding Overseas Linked with Development) programme, and ensure any relevant opportunities and support are provided.
- To promote equity of access to international experiences by helping identify barriers to access and finding ways to remove them.
- To promote international opportunities in a variety of ways such as by looking for interesting case studies, information we can share with the membership to inspire them and running the INTOPs social media accounts.
- To support the county international advisers, and provide support and expertise to counties before, during and after international experiences.

- To support the international REN (residential event notification) process where sign-off of all 3 sections of the REN is currently done at Scottish level between the international adviser and Scottish chief commissioner. This will involve a close working relationship with the nominated staff support at Girlguiding Scotland, currently the girl experience project coordinator, and the Scottish chief commissioner.
- Work with Girlguiding staff and lead volunteers, as well as country and region lead volunteers, ensuring information is fed back to any relevant Girlguiding Scotland staff and volunteers.
- Recruit and develop a suitably skilled team of volunteers to support the implementation of the international strategy.

## 1.2 Skills and experience needed for the role

Whilst this role is a fantastic opportunity to build your skills, we hope that you bring some of the following:

- Be able to communicate with various volunteers and staff teams.
- Be able to lead and work as part of a team.
- To be open, approachable and reliable.
- Ability to adapt quickly to situations and stay calm in a crisis.
- Ability to motivate and inspire others from a broad range of backgrounds.
- To be enthusiastic about helping our young members to access international experiences.
- Have an understanding and experience of international travel with Girlguiding, in particular the development and refining of risk assessments, as well as the international REN process.
- Ability to work remotely, so have access to internet and a computer. Experience of Teams, SharePoint and Trello would be desirable, but not necessary.

## 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 girl experience project coordinator and volunteer line manager support from the lead volunteer for girl experience.
- Expenses for travel and subsistence may be claimed for any travel required to complete your role.
- This role is for 3 years. It may be extended for a further 2 years by mutual agreement.

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

- Attend regular catchups with the girl experience lead volunteer.
- Hold regular meetings with the international team.
- Hold quarterly meetings with county international advisers.
- Attend regular meetings with the Girlguiding international lead and other country and region lead volunteers.
- Attend any relevant Scottish events to represent the international team.
- Represent Girlguiding Scotland at events run by Girlguiding related to international.
- Maintain regular contact with the girl experience project coordinator around the international REN process. This is currently managed via email.
- Conduct weekly reviews of the RENs and associated paperwork. The time this requires will vary over the course of the year but averages 1-2 hours a week.

## 1.5 How to apply for this role:

If you have any questions about this role, please contact Lorraine Dickson our lead volunteer for girl experience on [Lorraine@girlguiding-scot.org.uk](mailto:Lorraine@girlguiding-scot.org.uk). If you are interested in applying for the role, please send your answers to the following questions to [Rachel@girlguiding-scot.org.uk](mailto:Rachel@girlguiding-scot.org.uk)

**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 Monday, 20 May 2024.