



Volunteer Role Information

Lead Volunteer – Property

Why Girlguiding South West England?

Become an inspiring role model for our members and help empower girls to do their best. Join the 12,000 amazing volunteers and supporters who make a real difference to 45,000 girls and young women.

What is the purpose of the role?

- To provide support and guidance to volunteers throughout the region who have responsibility for Girlguiding properties.

Who can do this role?

- Volunteers that are 18 years old and over and have knowledge of running a property.

Some of what you will do:

- Provide guidance and on-going support to C/I Commissioners and other volunteers on all matters related to property.
- Work closely with The Chair of Compliance and the Region Office to arrange the bi-annual Property Conference.
- Be an active member of the Compliance Committee.
- Attend the Compliance Committee meetings which are held three times a year (January, May, and October) and provide verbal and written reports as requested.
- Keep up to date with any changes from Girlguiding in relation to property and ensure this information is flowed out to the Counties/Islands.
- Analyse the results from the bi-annual property audit and use this information to identify issues that need to be addressed and either on an individual basis or at the property conference.

What training and support do you get?

- We will provide an induction to the role and Girlguiding South West England and

a planned handover working alongside the outgoing Lead Volunteer.

- An annual 1 to 1 meeting with the Chair of the Compliance Committee to support you in your role.
- Support and administrative assistance from the Executive Officer.
- Support and development from fellow volunteers.
- Help with developing skills and abilities to perform the role by signposting to relevant training opportunities.
- Reimbursement of agreed expenses.
- A clear complaints procedure to help sort out any problems or disagreements.

What skills do you need?

- An enthusiasm for all matters relating to property.
- Able to build positive working relationships with diverse groups of people including region staff, other lead volunteers and C/I commissioners and advisers.
- To have good communication skills.
- Ability to work as part of a team and to motivate and inspire adult volunteers.
- Able to work to deadlines and ensure actions are achieved.

Quick Requirement Check

1. Disclosure check: Yes
2. A Safe Space Level: 1-3
3. Duration: 3 years

We're keen to hear from volunteers of all backgrounds, abilities, races, sexual orientations, socio-economic backgrounds, and of all faiths and none. We're flexible, and volunteering can be arranged to fit around a busy lifestyle. Girlguiding is committed to making reasonable adjustments to support disabled volunteers, so they have access to the same opportunities and experiences as non-disabled volunteers.

Please note this is a volunteer role and does not form part of any contract of employment.