



Welcome

to Girlguiding Leeds

Thank you for taking the first step in volunteering with us.

You're allowing us to reach even more girls and young women, and provide them with fantastic experiences which will stay with them for life.

This booklet has been designed to provide you with information on Girlguiding locally and beyond.

Leeds county



WE DISCOVER, WE GROW

Girlguiding



Louise Flynn
County commissioner

What makes Girlguiding special?

Girlguiding is the UK's leading charity for girls and young women, offering a safe and welcoming girl-only space to have fun and adventure, whilst discovering their potential and learning skills for life.

Through regular meetings, our members make new friends, try new games and experience new activities. Our special events and trips give our members opportunities to go on their first ever sleepover, camp out with their friends, or even attend their first festival.



Why volunteer?

Girlguiding can't happen without our amazing teams of volunteers. And it's not just our young members having fun!

Volunteering with Girlguiding has lots of benefits:

- Meet new friends
- Take a break from your everyday routine
- Make a difference to the lives of girls in your community
- Develop valuable, transferable skills such as planning, time management and leadership which will make your CV stand out

As a volunteer you'll meet people, gain skills, and do something good for you and your community.

Grassroots guiding

Girlguiding has four 'sections':



Rainbows
Age 4-7



Guides
Age 10-14



Brownies
Age 7-10



Rangers
Age 14-18

In your local area, there might be several groups (called **units**) for each age section - for example 1st Leeds Rainbows and 2nd Leeds Rainbows. Each unit has a **leader** who is supported by a team of assistant leaders and helpers to run the unit.

Units usually have a one-two hour **unit meeting** once a week, but some groups meet fortnightly or monthly instead. Outside of unit meetings, there may be other organised events and camps.

Money

The girls pay **subs** which covers the costs of running the unit, like rent, resources, and badges. In some groups girls pay termly, others pay weekly. The amount will vary by unit.

Every year, units pay an annual subscription to Girlguiding for each girl and adult member - called **membership subscriptions**. This amount helps to run guiding nationally and locally. The cost of this may be collected from the subs paid throughout the year, or parents may be asked for a contribution when it's due.

The Promise

Girls and leaders make their Girlguiding Promise when they are ready. It's one of the things that unites guiding members across the globe and shows our commitment to do our best.

Structure of guiding

Most Girlguiding volunteers are part of a team that leads a **unit**.

Each unit is part of one of 12 areas of Leeds called **divisions**.

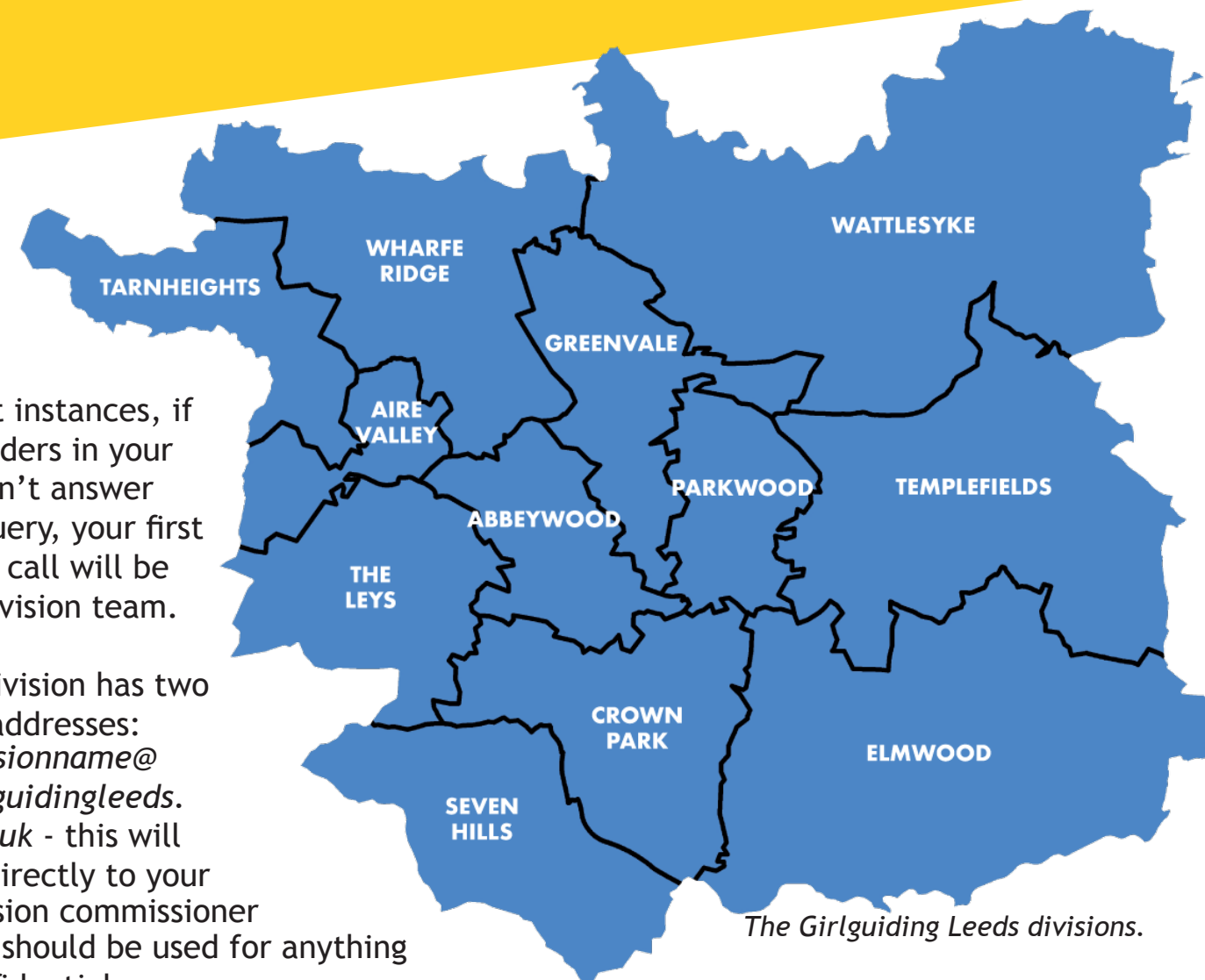
Girlguiding Leeds is one of 17 **counties** that make up Girlguiding North East England region (NEE). NEE is one of nine **regions or countries** of Girlguiding.

Nationally, Girlguiding is run by a board of trustees led by the **chief guide**. There's a national staff team headed by our chief executive, who ensures the work undertaken by staff follows the direction agreed by the trustees.



The structure of guiding.

Key contacts



The Girlguiding Leeds divisions.

In most instances, if the leaders in your unit can't answer your query, your first port of call will be your division team.

Each division has two email addresses:

- *divisionname@girlguidingleeds.org.uk* - this will go directly to your division commissioner and should be used for anything confidential.
- *divisionname.team@girlguidingleeds.org.uk* - this will go to a mailbox which can be accessed by any of the division team, so whoever is best placed to help with your enquiry will respond.

If your division team isn't able to help, they can put you in touch with the right county adviser. There is a team of county advisers including diversity & inclusion, international, young leaders, and outdoor activities.

If you're not sure which division you are in or who to contact, email *admin@girlguidingleeds.org.uk* and your enquiry will be passed on to the relevant person.

The county commissioner can also be contacted directly on *cc@girlguidingleeds.org.uk*

Volunteering roles

There are lots of different roles available, with something to suit everyone - and you can always swap roles or try something new.

Volunteering with girls at unit meetings

Most units have a leadership team, which may include these people:



Unit leader: responsible for running the unit, leading the team, and planning and delivering a high-quality programme of activities and events. They have overall responsibility for safeguarding in the unit and the finances, but can have support from others to do this.

Assistant leader: gives essential support to the unit leader in running the unit by helping to plan and deliver meetings, events, and activities.

Unit helper: provides extra help needed to make unit meetings and events happen, but without the full responsibilities of being a leader.

Young leader: aged between 14 and 18, young leaders develop their leadership, communication and team working skills by running games and activities. They might also be a Ranger and/or working towards their Duke of Edinburgh award.

Parent helper: occasionally helps with meetings as an extra pair of hands. They aren't members of Girlguiding or left unsupervised with the girls.

Supporting roles

If you're not able to volunteer on a regular basis or don't fancy working with girls at meetings, you could become a waiting list coordinator, maintain unit accounts as a treasurer, or help organise events or camps, among other options. Discuss your skills and availability with your commissioner to find a role to suit you.

Induction

Your volunteer induction

Every new volunteer will be invited to an induction event. It will introduce you to the structure, culture, and values of Girlguiding, and give an overview of the programme and how to use it. It's an opportunity to meet other new volunteers, share ideas and experiences, and get your questions answered.

Making sure you have the support you need

We know how important it is to feel supported throughout your volunteer journey. Some divisions have a **buddy** system for new volunteers; talk to your leader or division commissioner to find out more. If you're working towards your Leadership qualification, a **mentor** will guide you through the process. Most importantly, if you've got a question or need more support, we're all here to help!

Expectations...

Of you: As a Girlguiding volunteer you must always adhere to the **Code of Conduct**, which makes your responsibilities clear. The full document can be found on the Girlguiding website. It asks, for example, that you are a good role model, are fair, and comply with Girlguiding policy.

It's also important to discuss expectations with your unit's leadership team, like who to notify if you can't attend a meeting and the uniform you'll wear.

You're expected to keep up-to-date with trainings and qualifications required for your role, such as A Safe Space, first response, and your DBS check.

From your unit's leadership team: you can expect to be valued, listened to and treated fairly.

From the girls: there is a standard of behaviour we expect from our young members, such as listening to the volunteers, following instructions, and treating each other with respect.



The programme

The programme is the foundation of what girls do in guiding, from the activities they do at unit meetings to the badges they work on at home.

Our programme is structured around six themes (each with a different colour), which run all the way from Rainbows to Rangers.

Skills builders and **unit meeting activities** (UMAs) are completed at unit meetings, and each activity has a card with instructions. **Interest badges** are completed in the girls' own time at home. Each section has a badge book where you and the girls can find details of the badges available. More details on the programme can be found on the Girlguiding website.

Girlguiding believes in the value of learning by doing, and the **Five Essentials** are used throughout the programme as a method of delivery. Find out more about the Five Essentials online.



World guiding



Girlguiding is a member of the World Association of Girl Guides and Girl Scouts (**WAGGGS**). With ten million members across 152 countries, it's the largest women's organisation in the world.

As a member of WAGGGS, girls and volunteers in Girlguiding UK have lots of opportunities for adventures across the world.

You could volunteer at or visit one of the five **World Centres** - in London, India, Switzerland, Mexico, and Africa.

18-30 years olds can take part in a **GOLD** project (Girlguiding Overseas Linked with Development), where young women work in partnership with other guide associations around the world.

International camps are a chance to really immerse yourself in an adventure abroad. These are often large-scale events with Girl Guides and Girl Scouts from across the world, with recent hosts including Iceland, Japan, and the USA. Lots are hosted in the UK.

Units or divisions can also travel abroad as a group for fun and adventure. Sometimes trips are organised at a county or region level, and girls can attend a selection event.

If you'd like to lead a trip abroad, there is plenty of support available including the **Travelling Abroad** module of the **Going Away With** license.

Training

Girlguiding Leeds training days and sessions help you get to know other leaders in the area, and are an opportunity to ask questions and learn more from a Girlguiding trainer. Sessions are usually in the evenings or at weekends, but some are offered during the day.

All training dates are advertised on the Girlguiding Leeds website as well as in the 'Snippets' email updates. Bookings can be made on the website too.

Induction sessions are one of a range of trainings offered by Girlguiding.

You will also be offered the chance to participate in first aid training, providing useful knowledge for life as well as your guiding role.

All volunteers are required to complete the A Safe Space level 1 safeguarding training. Those working with girls also need to complete level 2, and some roles also require level 3. At least one volunteer who has completed A Safe Space level 3 and the first response qualification must be at every meeting.

If you're looking for your next challenge or just some new ideas, you can also choose to attend other sessions to...

- develop your leadership skills
- learn more about delivering the Girlguiding programme
- get fun activity ideas
- learn about risk assessments and keeping accounts
- work towards your **Going Away With** license to run camps and sleepovers
- develop your skills in outdoor activities such as navigation and leading walks, or canal boating.

Girlguiding also offers a variety of training online through webinars and e-learnings. You can find details of these on the Girlguiding website. E-learnings can be done at any time that suits you; webinars are run at set times but can be done from home.

When you have some experience as a leader you could become a mentor to help new leaders with their Leadership qualification or take on a bigger role in your division by joining your division team.



More opportunities

Opportunities for adults

It's not just our young members who are here to have an adventure! There are plenty of opportunities for adults to have fun with Girlguiding.

Social events: look out for details of the latest social events, such as meals out with your division or Girlguiding Leeds get-togethers.

Inspire: this is the community of 18-30-year-old Girlguiding members. It's flexible and tailored to each member. It might involve international travel, attending local social events, or using your voice to campaign for change. Search 'Girlguiding Inspire Leeds County (18-30)' on Facebook to join the group.

Join a county team: we have teams of volunteers to deliver events, help run our social media, and look after Robin Hole (our campsite and residential centre).

Trefoil Guild: this is a separate (but related) organisation to Girlguiding and is often described as guiding for adults. The members support the aims of Girlguiding and most are current or former Girlguiding members. Anyone aged over 18 can join to take part in a wide range of activities organised by local groups.

Keep an eye out in communications from Girlguiding, North East England region and Leeds county for the latest opportunities - such as international trips, volunteering to run festivals and camps, awards, and advocacy.



Keeping you up to date

Publications and Emails

Guiding magazine: three times a year every adult member who chooses to receive a digital magazine from Girlguiding. It's full of interviews and features, plus new unit meeting activities. Previous issues can be viewed online.

Email updates: from national guiding there are two types of email update...

- *Making Guiding Happen* has essential information about being a member of Girlguiding and is sent to all adult members.
- *Discover, Grow* is sent to members who've opted into hearing about events, activities, and campaigns. It's full of inspiration for delivering great guiding, and fantastic opportunities for girls and adults.

Snippets: this is Girlguiding Leeds' regular email update. It includes details of upcoming trainings and events, as well as reminders about important messages from HQ.

You will also get other email updates, including from region and your division.

Websites and social media

There are lots of useful websites and social media pages you can join to connect with other volunteers and gather new ideas.

National: www.girlguiding.org.uk | Facebook: 'Girlguiding' and 'Girlguiding for Members'

North East England region: www.girlguidingnortheast.org.uk | Facebook: 'Girlguiding North East England'

Girlguiding Leeds: www.girlguidingleeds.org.uk | Facebook: 'Girlguiding Leeds' page and 'Girlguiding Leeds Members' group

Many divisions also have their own WhatsApp or Facebook groups; ask your division commissioner or local contacts for more information on these.

Properties & shops

The Trefoil Centre

The Trefoil Centre in Kirkstall is Girlguiding Leeds' central hub. It has three meeting rooms and a kitchen, and is available for hire. The building is used for various meetings, training sessions and other events.

Robin Hole

Robin Hole is our county campsite, located in Burley in Wharfedale near Ilkley. It offers camping areas and fully equipped residential accommodation and is the perfect location for exploring the surrounding countryside.

Groups can book the whole site or choose either the campsite or house for overnight trips, longer residentials, or morning, afternoon, or evening sessions. More information and booking forms are on the Girlguiding Leeds website.



Shops

Uniform for girls and leaders, badges, and merchandise are available at the Girlguiding Leeds depots. If you buy directly from us, 100% of the profits go back into local Girlguiding.

Skyrac volunteer shop:

Open Saturdays during term time, 9.30am - 1pm.
Trefoil Centre, 16a Morris Lane, Kirkstall, LS5 3JD
Email: skyracdepot@ntlworld.com

Wattlesyke division shop:

Open Saturdays during term time, 10am - 12pm.
Wetherby Scout Hall, Barleyfields Road, Wetherby, LS22 6PN
Email: wattlesykedivisionshop@gmail.com

Caley depot:

Always available via email, plus occasional visits to unit meetings.
Based in Otley
Email: caleydepot@gmail.com



Girlguiding Leeds

The Trefoil Centre,
16a Morris Lane, Kirkstall,
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www.girlguidingleeds.org.uk

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