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| |  | | --- | | Hello  Thank you for registering and welcome to Girlguiding Leeds! You’ve taken the first step in becoming a volunteer. The next step is to work out how you want to volunteer and get our recruitment process started. Here is some information to help you with this step and what we need to do next. If you have previously been involved in Girlguiding, you may know some of this already. Ways of volunteering There are many ways of volunteering with Girlguiding, with something to suit everyone. You don’t need to have a lot of spare time to make a big difference. Below are some of the ways you can get involved in your local area. Volunteering in a unit Unit meetings are the main way Girlguiding delivers activities. These meetings typically happen every week during term time, and last between 1 and 2 hours. Volunteering in a unit means meeting new people, running activities for the girls and having fun! This type of volunteering works directly with young people, [Rainbows](https://www.girlguiding.org.uk/what-we-do/rainbows-5-7/) (4-7), [Brownies](https://www.girlguiding.org.uk/what-we-do/brownies-7-10/) (7-10), [Guides](https://www.girlguiding.org.uk/what-we-do/guides-10-14/) (10-14) or [Rangers](https://www.girlguiding.org.uk/what-we-do/rangers/) (14-18).  **Unit helper**: Lots of new volunteers begin their journey as a unit helper at weekly unit meeting. This role works with the other volunteers in the leadership team to deliver activities to the girls. In this role there are typically no planning responsibilities, but you will be there to support the leadership team in delivering fun and engaging activities.  **Leader:** As a leader you will be responsible for the running of a unit either as the main leader or as part of a team of other leaders. This includes planning and delivering an engaging and diverse programme to inspire the girls. The leaders are also responsible for the unit accounts and administration. Taking on this amount of responsibility can sound a bit daunting, but if you’d like to become a leader there is a lot of support throughout the leader development programme. Training for this role is comprehensive and you will be allocated a mentor to guide you through this process.  **Young leader:** If you’re aged 14-18, you can develop your leadership skills while volunteering in a unit. The young leader qualification helps you to take an active part in the activities and responsibilities of the unit leadership team. If you later decide to become an assistant leader or unit leader you will find you have already completed some of the leader development programme.  [**Find out more about volunteering roles in a unit.**](https://www.girlguiding.org.uk/making-guiding-happen/volunteer-roles-in-guiding/roles-working-with-girls/) Supporting Girlguiding outside of the unit Even if you unable to volunteer in a unit, you can still be involved in Girlguiding. Roles outside a unit include: **Administrator**: This role can cover many different activities, and there’s a huge opportunity to make guiding in your local area run smoothly. You can look after a unit’s finances or you might help record girls’ progress towards badges or communicate with potential new members.  **Volunteer shop manager:** Help to run a volunteer shop selling guiding clothing and equipment. In this role you will meet lots of people and raise money for your local area.  **Division helper:** This role allows you to be an occasional volunteer and help at unit meetings or Division events. Recruitment and Vetting To keep our members safe, anyone over 18 who wishes to volunteer for Girlguiding must complete the recruitment and vetting process relevant to the role they're applying for. This includes reference and disclosure checks. A member of our team will contact you to start this process once you know what your preferred role will be. If you would like to know more about the checks we make please take a look at our [**recruitment and vetting procedures.**](https://www.girlguiding.org.uk/making-guiding-happen/policies/girlguiding-policies/recruitment-and-vetting-policy/recruitment-procedures/) Safe SpaceSafety is at the heart of everything we do. Because we know that when girls feel safe, they feel brave enough to do things they never thought they could. There are four levels of training. All volunteers need to undertake A Safe Space training related to their role. All new volunteers are required to do Level 1 and those regularly volunteering with girls are required to do Level 2 as part of the recruitment process. These are done online and can be found [here.](https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/a-safe-space-training/) Young leaders need to complete the safe space e-learning for 14–17-year-olds. Supporting You There are lots of lovely people in our Division who are waiting to welcome and support you:-  We will help you choose the right role and if appropriate, the right unit for you to volunteer with. We will also put you in touch with the right people to get you through the initial recruitment process and if there are other new volunteers, they may also organise meet ups so that you can meet other new volunteers too.  **Buddy:** A buddy is a great person to be in touch with, in the early days. As an experienced volunteer they will be able to help you settle in and check that you are happy in your new role. Your Division Commissioner will assign a buddy, where appropriate, who will get in touch with you.  **Unit leader(s):** If you are volunteering in a unit, the leaders at that unit will be very happy to meet you and help you settle in.  They will be your main contacts and support after the joining process has finished.  **Mentor:** As a leader undertaking the Leader Development Programme, you will be assigned a mentor who will guide you through the qualification process.  **Division commissioner:** Units in our area are grouped into Divisions. Each Division is led by a Commissioner(s) who supports all the volunteers in their area and will invite you to the Division meetings. What Happens Next  * Please can you let me know when it would be convenient for me to contact you to arrange a quick call to talk about how you would like to volunteer. * Once we have confirmed your role, I will let you know what we need to do to start the reference process and will put our ID Verifier in touch with you to arrange a disclosure check. * If you are volunteering with a unit, a leader from that unit will contact you to arrange a visit. * You can complete your Safe Space Level 1 and 2 training online [here.](https://www.girlguiding.org.uk/making-guiding-happen/learning-and-development/a-safe-space-training/)  Find out more We are so happy that you’ve taken the first step in becoming a Girlguiding volunteer in Leeds. If you’d like some more information on what happens next Girlguiding has some great resources which can be found here: [getting started as a volunteer.](https://www.girlguiding.org.uk/get-involved/become-a-volunteer/getting-started-as-a-volunteer/)  We look forward to hearing from you.  Kind Regards  (your name)  **(insert division) Division Commissioner** | |  | | |