



County Property Chair - HQ Carlton Site Volunteer Role Description

Our properties are an important asset to Girlguiding Nottinghamshire. They provide a safe place for adventure, residentials and fun for both girls and adults alike. HQ Carlton is the base for our office team and County Shop. The role of the property chair is key to ensuring our properties are safe, fit for purpose and great places to visit.

Role title:	County Property Chair
Volunteer Specialism:	County Property Management
Supported by:	County Commissioner
Suggested time commitment:	10 - 20 hours per month
Length of time in role:	3 - 5 years
Location:	HQ Carlton Site

If you are interested in this role contact:

Jackie Brocklehurst countycommissioner@girlguidingnottinghamshire.org.uk or
Kirstie Pogson acckp@girlguidingnottinghamshire.org.uk

Girlguiding is the leading charity for girls and young women in the UK. Thanks to the dedication and support of 100,000 amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

Our incredible volunteers contribute more than ten million hours to guiding every year. Some give us a couple of hours here and there - helping out with driving for trips and holidays, fundraising and events planning, or even doing the annual accounts for local groups. Others give their time as Leaders or Assistant Leaders for units, providing girls and young women with a space where they can be themselves. Whatever your skills and interests, and no matter how much time you have to spare, one of our volunteering roles is bound to suit you.

‘As well as giving the girls amazing opportunities, I feel I’ve also personally benefited from volunteering. It’s really rewarding for me and I feel I’ve achieved something great.’

Lisa, Girlguiding volunteer

Property Chair - Volunteer Role Description

Who can do this role?

You **MUST** be over 18 years of age. You should already be a member of Girlguiding (in some cases we may consider non Girlguiding, but this would be on the request **ONLY** of the County Commissioner)

NB: This role will require strong communication, leadership, management and organisational skills and the ability to work as part of a team. There will also be a strong focus on health and safety, financial management in conjunction with the committee treasurer and management of the site warden and team of volunteers.

Do I need a qualification?

You do not need to have any specific qualifications. However experience of working with and/or managing properties and chairing meetings would be desirable.

What is the purpose of this role?

This role will be to ensure that the property is well managed and is compliant with county policies, including health and safety.

What will I do in the role?

The list below outlines the general responsibilities of the role, but you will be working within a wider team and responsibilities may vary depending on county needs and demands.

Your role will be to: -

- Chair the four property committee meetings which are held each year and arrange for accurate and unambiguous notes to be completed for these meetings
- Attend the two county property meetings which are held each year and to provide an update at these meetings for your property
- Attend the annual health and safety training arranged by the county for property chairs and wardens
- Resume responsibility for health and safety at the site. Ensure that the site health and safety policy and risk assessments are reviewed on an annual basis in conjunction with the county appointed health and safety adviser
- Manage the ongoing upkeep of the site and arrange for repairs to be completed as necessary, in line with county policy
- Liaise as necessary with other agencies, including our own shop onsite
- Ensure that the asset register for the whole site is kept up to date and submitted to the county treasurer on an annual basis for insurance purposes
- Project manage new developments at the site e.g. the purchase of equipment
- Promote the site within Nottinghamshire and further afield

Being part of your local guiding area

- Be part of a local Girlguiding community, by attending meetings and maintaining a good relationship with other volunteers.

- Develop and maintain clear communications with Safeguarding lead Volunteers and other Girlguiding members as relevant.
- Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
- Keep up to date with new resources and programme initiatives, and use them as appropriate.

Being part of Girlguiding

- Be committed to undertaking relevant training.
- Learn about the structure of Girlguiding and how your responsibilities and position fit within it.
- Be willing to learn about Girlguiding's national and local strategic aims and how these are being delivered locally.
- Learn about Girlguiding's policies and Code of Conduct.
- Be an ambassador for the values of Girlguiding.

Promoting Girlguiding

- Promote a positive image of Girlguiding at public events and while taking part in activities outside the meeting place.

What will Girlguiding do for me?

- Provide a thorough and appropriate induction to the role and organisation.
- Help to develop skills and abilities to perform the role by providing relevant training opportunities (including e-learning where possible).
- Provide guidance via The Guiding Manual.
- Provide support and development from fellow volunteers, and Girlguiding Advisers.
- Host meetings and events to share information at a local level
- Reimburse agreed expenses (agreed locally and may differ around the UK).
- Provide references.
- Provide a clear complaints procedure and support to resolve problems or disagreements and those who support them.

Am I right for the role?

Supporting roles in Girlguiding provide essential help to volunteers who work directly with girls and young women. While we can offer you training and support we would expect you to possess the personal qualities outlined below.

Personal qualities

- An open and approachable manner
- A high degree of personal integrity and ability to work in a team environment
- A commitment to ongoing personal development and to supporting others' personal development
- Good listening and organisational skills
- Inclusive approach

Skills and abilities

While these skills and abilities are not essential when starting, they should be developed as part of the role:

- Ability to work as part of a remote team
- Excellent verbal and written communication skills
- Ability to use and access the internet and email
- Ability to use Microsoft Office, PowerPoint and/or other electronic presentation software
- Willing to travel reasonable distances, sometimes outside the local area.
- Chair meetings
- Good organisation and time management skills.

For this role you will be required to complete a DBS check, carried out by a local verifier.

Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible and volunteering can be arranged to fit around a busy lifestyle.

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