

Job Description



Title:	Adult Leadership & Volunteering Lead
Responsible to:	Head of Core Mission
Location	Either based at one of WAGGGS' World Centres (UK, India, Mexico and Switzerland) or home-based in other countries where WAGGGS can contract for services.
Responsible for	People: Facilitation Programme Lead, Volunteering Coordinator, Leadership Trainer
Key Working Relationships:	Core Mission Team, especially Lead Volunteer for Leadership Practice. Regional Committees, Global Programme Managers, World Centre Managers

This is a fixed term, full-time role for two years, with the possibility of extension. We are an international team and support flexible working.

About us

Girl Guiding and Girl Scouting is the world's only movement for every girl and any girl because we believe that each of them deserves to be the best they can be. Girl Guides and Girl Scouts learn by doing, make friends and have fun. In brave, local spaces, girls develop the skills and attitudes to change themselves, their communities and our world. The World Association of Girl Guides and Girl Scouts supports 153 national Girl Guide and Girl Scout organisations around the world to be united, thriving and growing.

The Core Mission Team is a learning and development function that supports the Girl Guide and Girl Scout Movement to empower girls and women as leaders through the power of non-formal education.

We are a team of creatives and technical specialists with a passion for non-formal education and learning. We work in partnership with volunteers to support better understanding of the characteristics of quality Girl Guiding and Girl Scouting across the Movement. We incubate new thinking, develop non-formal education programmes and resources, run international leadership programmes and facilitation training, and provide tailored support to national organisations. We also support the unity and identity of the Movement by facilitating shared learning and networking opportunities online and face to face and managing the WAGGGS Volunteer Network.

Our aim is to bring sustainable change to the quality of Girl Guiding and Girl Scouting experiences, so more girls around the world can access transformative opportunities to reach their fullest potential.

Job Purpose

As Adult Leadership and Volunteering Lead you will manage the design and implementation of learning and leadership development activities that support adult volunteers perform in their roles, in line with WAGGGS' strategy and educational methodology. You will have oversight of WAGGGS's Volunteer Network and ensure the effective functioning of this network and high standards of volunteer management.

You will become an expert in our educational method, leadership model and approach to facilitation, enabling you to update written resources and develop new training programmes to support others to apply these in their work. You will take a high level of initiative and be ready to make progress independently, in balance with sharing leadership for key projects with volunteers and staff from across our international team.

Key Responsibilities:

International Leadership Development Programme (adult facing)

Manage our international leadership development provision for adults, as part of a cross-cutting international leadership programme.

- Sharing leadership with the Youth Leadership and Participation Lead, build on work to date on the WAGGGS Leadership Model to ensure we continue to demonstrate thought leadership and innovation around leadership development in the Girl Guide and Girl Scout Movement and beyond.
- Support fundraising proposals, monitoring and evaluation and partnership building to strengthen our leadership development programme.
- Work in partnership with the Membership and Regional Support (MARS) and Governance teams to conduct a needs assessment and design a sustainable leadership development offer for organisational leadership teams in WAGGGS and our national organisations, based on the WAGGGS Leadership Model.

WAGGGS International Facilitation Programme

- Support the Facilitation Programme Lead to establish a sustainable international facilitator training programme, mentoring scheme and accreditation process, and roll it out across the organisation
- Ensure high quality asynchronous and synchronous training content is available for use both in face-to-face and virtual training settings
- Support delivery of face-to-face facilitation training in international settings if required

Global Volunteer Resources Management

- Work with the Volunteering Coordinator to ensure our volunteer-facing policies, processes and supporting management systems are fit for purpose and well implemented to support a positive volunteer experience, in line with our Framework for Volunteering.
- Encourage a culture of volunteer-staff partnership across WAGGGS, and support teams to establish and maintain consistent, positive working practices with volunteers.

Oversee the WAGGGS Volunteer Network

- Support the Volunteering Coordinator to manage WAGGGS's global volunteer network
- Ensuring the Senior Management Team have access to reliable, up to date information on volunteer roles and teams and performance in WAGGGS.
- Monitor Member Organisation satisfaction with the WAGGGS Volunteer Network and engage in continuous improvement activities.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change. Applicants must have the right to work in the country they are based in.

Person specification

Area	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educational background to degree level or equivalent 	<ul style="list-style-type: none"> • Educational background and/or professional qualifications in related fields e.g. facilitation, adult learning, volunteer management, leadership development, non-formal education, global competences, mentoring
Experience	<ul style="list-style-type: none"> • Designing adult learning and development opportunities for diverse audiences • Facilitating participatory adult learning using non-formal education approaches • Inducting, training, managing and supporting volunteers. • Line management experience 	<ul style="list-style-type: none"> • Overseeing the systems, processes and policies required to manage an organisation-wide volunteering scheme, preferably in an international context. • Designing and delivering innovative learning and development programmes for adults, both in face-to-face and online learning environments • Supporting organisations and/or leadership teams to navigate complex situations and improve their leadership practice. • In the Girl Guide and Girl Scout Movement, or similar non-formal educational youth movements.
Skills and Knowledge	<ul style="list-style-type: none"> • Fluent in spoken and written English, can communicate accessibly with different audiences and with people working in a second language • Competent facilitator, comfortable using participatory and experiential approaches and with extensive experience of facilitating adult learning and development. • IT literate, comfortable adopting new technologies, collaborating using online tools and working in a virtual context. • Professional volunteer management and/or learning and development background, ideally in an international setting. • Expertise in leadership development for adults 	<ul style="list-style-type: none"> • Working proficiency in French, Arabic, and/or Spanish highly desirable • Up to date with academic and methodological developments in leadership development and facilitation practice • Excellent understanding of how to use online platforms to enhance learning • Overseeing the development and delivery of projects to scope, budget, standard and time

Personal qualities	<ul style="list-style-type: none"> • A demonstrable passion for leadership development • Demonstrable commitment to working in partnership with volunteers and young people at various levels of strategy development and delivery • Able to collaborate inclusively in an international setting, with diverse teams of staff, volunteers and partners across time-zones and languages. • Takes initiative and can work independently, managing delivery of many different projects and tasks and able to multitask with an eye for detail • Able to cultivate effective relationships with a wide range of people, based on trust and mutual respect • Open minded with an awareness of context and actively promotes diversity, equity and inclusion. • Flexible and creative, ready to adapt and come up with new ideas and approaches. 	
Other requirements	<ul style="list-style-type: none"> • Flexible to work outside of office hours occasionally, especially when collaborating with volunteers and working across time zones 	<ul style="list-style-type: none"> • Willingness to travel internationally on occasion, if required.
Working for WAGGGS	<ul style="list-style-type: none"> • A commitment to the mission, vision and values of WAGGGS. • Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional. • A passion and commitment for issues affecting girls and young women on a global level 	<ul style="list-style-type: none"> • Demonstrable ability to engage with girls and young women, either through a professional or personal background