

**Queens Guide Adviser**

**General Information**

* This role is suitable as a job share if appropriate
* This role is open to those over the age of 18 years of age
* Should be a member of Girlguiding
* All appointments are for an initial term of 3 years and may be appointed for a further period of up to 2 years, this is not automatic
* A knowledge of/or having gained experience as part of a team would be a great asset but not essential
* Reasonable expenses will be paid as appropriate

**Queens Guide Adviser**

* Keep up to date with programme changes, and use and cascade information as appropriate, communicating to all relevant stakeholders
* Manage the Queen’s Guide award process on behalf of the County
* Support Queen’s Guide participants to ensure that their needs are met
* Be prepared to represent the County at relevant Region meetings and to attend other appropriate meetings, training sessions etc
* Report to County on numbers of members undertaking and completing their Queen’s Guide Award

**Training**

* Offer training and advice as appropriate on the process and paperwork necessary to managing the event
* Attend meetings to discuss the process with the appropriate team according to the event
* Keep up to date with new resources and programme initiatives and use them as appropriate.
* This training can be offered

**Support**

* Chair of the Development team and Lead Volunteer for Marketing and PR team
* Supported by the County Commissioner and the County Business Team as appropriate
* Individual enquiries may be received by either telephone, e-mail or via a link on the website.
* County e-mail address will be provided for this purpose

**Equipment**

* County Equipment as appropriate