

**Peer Educator Co-ordinator**

**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

**Peer Educator Co-ordinator**

* A Coordinator is a designated point of contact for a particular element of the guiding programme: for qualifications, communications or for a particular event.
* A Coordinator is appointed by the County Commissioner and may not necessarily be a specialist. However, you should be able to use your excellent organisational skills to support girls and volunteers to access more opportunities for development, challenge and adventure.
* Provide ongoing administrative support to the County by coordinating and organising matters related to peer education, often by email.
* Lead on the day-to-day tasks in managing your area of expertise, working with the local Commissioners and Advisers on implementing appropriate activities.
* Demonstrate a working knowledge of and enthusiasm for your specialism.
* Support Peer Educators to provide a safe girl-only space where girls and young women can discover their full potential through all areas of the programme.
* Attend level-specific meetings and events as appropriate with GGCymru.
* Ensure there are adequate training opportunities within your specific area of expertise.
* Administer any applicable training or qualifications in your area of responsibility.
* Keep up to date with new resources and programme initiatives and use them as appropriate.
* Complete relevant training for the role and ensure the wider team’s skills are up to date.
* Manage a local budget, liaising with the County Treasurer and relevant Commissioner as necessary.
* Develop and implement a local plan for 4 (peer education) in the context of the national operation of the programme.
* Raise awareness of 4 (peer education) throughout the area, using appropriate communication channels to promote trainings, topics and sessions.
* Gather feedback on the effectiveness of sessions, monitor whether peer education is put into practice,
* Directly support Peer Educators by signposting them towards resources and trainings.
* Be enthusiastic and encouraging to young women taking on Peer Educator roles; give administrative and practical support as well as help with any issues.
* Develop a local communication tool for Peer Educators, providing links across the County.
* Be part of a local Girlguiding community, by attending local team meetings and maintaining a good relationship with other volunteers.
* Develop clear communication with Peer Educators within the area, providing support and encouragement in their role.
* Promote local, national and international opportunities available within guiding as well as externally, and encourage young members to take part.
* Promote and encourage members to engage in different development opportunities available within your area of specialism.

**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 Mentors
* 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.
* Provide guidance via Girlguiding policies and Code of Conduct
* County e-mail address will be provided for this purpose

**Equipment**

* County Equipment as appropriate