



## Girlguiding Northamptonshire Role Descriptions 2017

### Guide / Senior Section Residential Adviser

**AIM:** to ensure that the girls of Guide Senior/Section age are able to experience living away with Girlguiding and having fun.

- ✚ Adhere to Girlguiding policies, re: RENs, risk assessments, Finance.
- ✚ To look at ways forward that will help Girls/Senior Section leaders in Northamptonshire give girls more opportunities to take them away.
- ✚ Promote Residential activities, your role, and advice available using the County website, Newsheet and stands at County events, e.g. Training day and County review.
- ✚ To look at the needs of the leaders, i.e. training.
- ✚ Record all Guide/Senior Section residential/outdoors events undertaken by leaders in Northamptonshire.
- ✚ Mentor leaders embarking on the 'Going Away' scheme.
- ✚ Support and advise Mentors and leaders.
- ✚ Make arrangement for the certificate and badge to be presented, send out Thank you Cards to those completed the Going Away Scheme.
- ✚ Meet with Outdoor Activities Coordinator, Rainbow/Brownie Outdoor Adviser before P&E meetings, to discuss situations that have escalated in the County, to support each other and share good and not so good situations, to share who within the County may require help. Etc.
- ✚ Attendance at Programme and Events meetings to feedback relevant information, to Advisers and for Chairperson of P&E to take it forward to County Exec.
- ✚ Answer queries or find out answers on Residentials/Camps through Region or CHQ.
- ✚ To welcome leaders from out of County when using facilities in Northamptonshire whenever possible.
- ✚ Keep an up-to-date list of campsites and accommodation within Northamptonshire, and also to keep it updated on the website.

*Expenses incurred as part of your role, e.g. mileage, stationery etc can be claimed from County using the GGN procedure and the County Expense form*