

## International Adviser

**Aim: to give girls in Girlguiding Northamptonshire the opportunities to travel abroad and encounter new experiences working in teams.**

- ✚ Adhere to Girlguiding policies, re: RENs, Risk Assessments, and Finance.
- ✚ Budget for trips in accordance with Girlguiding Northamptonshire procedure.
- ✚ Promote International opportunities, your role, and advice available using the County website, Newsheet and stands at County events, e.g. Training day and County review.
- ✚ Attending P&E meetings to inform County of visits taking place, and to take forward plans for the Exec, of Costings of trips, how trips are progressing.
- ✚ Attend Region International meetings which are held 3 times a year.
- ✚ To advertise and select girls and leaders for county and region trips and to help them through the process of an International trip from start to finish.
- ✚ Ensure leaders and girls attending trips are aware of all financial responsibilities i.e. Refunds, etc.
- ✚ Produce a booklet for leaders and girls on policies of International trips.
- ✚ To organise and find staff for the INTOPS weekend at county level (help is also given at region level for region selection of leaders)
- ✚ To invite and collate Leaders / Commissioners and girls to attend the following INTOPS to give presentations to the new candidates
- ✚ Co-ordinate fund raising opportunities at county days for International trips with Training Co-ordinator.
- ✚ Co-ordinate with County Outdoor activities adviser with regards to allocating mentors and support leaders wanting to complete the travelling abroad module, verify travelling abroad module after completion.

*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*