

GIRLGUIDING STAFFORDSHIRE YOUTH FORUM CO-ORDINATOR

ROLE DESCRIPTION

Role: Girlguiding Staffordshire Youth Forum Co-Ordinator

Outline : The Girlguiding Staffordshire Youth Forum an opportunity for young people to be included in the decisions that shape their guiding experience and empower young people to share their ideas and have a meaningful voice in planning and implementation of events and projects within Girlguiding Staffordshire. The role of Youth Forum Co-Ordinator is key to this. You will organise and facilitate the Youth Forum meetings, act as a positive role model to the members of the Youth Forum and work in partnership with the County Team and any event Core Team to ensure that all aspects of the events or projects are engaging and exciting for the young people attending. The Youth Forum will be trialled firstly with Unity 2022.

Length of appointment: Minimum 3 years

Responsible to: County/Assistant County Commissioner

Responsible for: Girlguiding Staffordshire Youth Forum

Age: 18 - 30

Key Activities:

- Champion, encourage and lead the Youth Forum ensuring that aspects of events and projects are shaped by young people in partnership with the Unity Core Team.
- Act as a positive role model to the members of the Youth Forum.
- Organise quarterly virtual and face-to-face meetings (once Girlguiding confirms this can recommence). These meetings will alternate between 1 ½ hour sessions and full day workshops.
- Work alongside the County Team and event Core Team with the planning and delivery of the event in accordance with the Youth Forum views.
- Encourage participation and discussion within the Youth Forum.
- Consult and give feedback from a wider audience around the county (through questionnaires or think tank session).
- Attend event core team meetings to feedback to organising team leaders on the Youth Forum's plans and ideas for an event or project.
- Provide feedback of the event experience after the camp.

Benefits to you:

- Queen's Guide Award, Service in Guiding Module 4 Opportunity
- Employability Skills
- Management Experience
- Build Confidence

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Skills, Knowledge, Experience, Qualities:

Skills	Essential	Desirable
Ability to lead teams	✓	
Excellent written and communication skills	✓	
Be computer literate	✓	
Able to work well in meetings	✓	
Able to chair meetings		✓
Excellent presenting and facilitating skills	✓	
Ability to work and engage with young people aged 10-14	✓	
Ability to work and engage with adult members	✓	
Ability to speak publicly	✓	
Ability to be persuasive	✓	
Ability to accept and positively respond to responsibility	✓	
Knowledge and Experience	Essential	Desirable
Attended County events, Unity or similar camp (Megamix, Charnwood, Wellies & Wristbands, etc.)		✓
Qualities	Essential	Desirable
Desire to promote County events and willingness to contribute to the shaping of County events	✓	
Be self-motivated and be able to motivate others positively	✓	
Have time available, amongst other commitments to commit to the workload	✓	
Be in a position to travel within the County as required	✓	
A willingness to promote the agreed, viewpoints rather than perpetuate personal views	✓	



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The Youth Forum Code of Conduct

At the first meeting of the Unity Youth Forum, we will agree a code of conduct for the sessions. If you are not able to follow the Code of Conduct, you may lose the opportunity to take part.