



# Lead volunteer for inclusion and diversity.

## **Purpose of the role**

To lead the inclusion team to support inclusion across Girlguiding Surrey West. Chair the inclusion meetings and represent the Inclusion team on the County Steering group.

## **Aims and objectives of the inclusion team:**

- Uphold the wider aims and objectives for Inclusion and Diversity held by Girlguiding, including its policies and Code of Conduct.
- Provide support and training for Girlguiding Surrey West volunteers to allow their units to be more inclusive of members from all backgrounds. To see members as individuals who all have a journey within Girlguiding Surrey West.
- Provide support to members to report instances of discrimination or unfair treatment and provide them direction for additional information, help and guidance.
- Provide support to volunteers to encourage reasonable adjustments to access Girlguiding.
- Provide support to parents to allow for reasonable adjustments for their child to access Girlguiding.

## **Activities and responsibilities of the team:**

- Be the 'go to' team for help and support for our leaders and members.
- To be encouraging and inspiring – making our units as inclusive as possible, supporting leaders to allow all girls to join no matter their background, by including a wide range of members within the team who have personal and/or professional experience of an area of I+D.



- Hold regular meetings as a team to discuss and review requests for support, maintain content on the website/Facebook page and arrange/plan trainings as required.
- Attend London and South East Region and HQ trainings – linking in with relevant specialists / joining teams at HQ where appropriate and report back to the Team.
- Keep up to date with content on the Girlguiding website for I+D policies and information, including information on how units can apply for grants for members with specific needs. Provide information sheets for different areas of I+D on the [www.ggsww.org.uk](http://www.ggsww.org.uk) website.
- Maintain a positive social media image, sharing information and learning opportunities.
- Work with other county teams as appropriate e.g. other advisers, trainers.
- Run training sessions for volunteers.
- Where appropriate arrange for Girlguiding Surrey West to be represented at external events e.g. Surrey Pride.

### **Responding to requests for support:**

- Respond to emails from leaders/members/parents via the [inclusion@ggsww.org.uk](mailto:inclusion@ggsww.org.uk) shared mailbox (message may come in directly or via the enquiry form on the website)
- Work in pairs/threes to respond to messages, providing information and guidance
- Taking an impartial approach when dealing with concerns and enquiries – using Girlguiding policy as a starting point, adhering to the code of conduct and relevant Girlguiding policies.
- Keep in regular contact with the County Commissioner and seek their support and the support of HQ teams (such as Compliance) if required.
- Take notes of discussions and actions taken (anonymise). Delete once resolved. Make a small note once resolved of what the issue was and how it was resolved/advice provided (anonymised) to provide a history of the activities of the team, as this may help to highlight common issues so wider training can be provided.