



Safeguarding assistant volunteer

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Purpose of the role	The purpose of the role is to • ensure that all volunteers have access to good quality safeguarding support ○ in an ongoing advisory capacity ○ when there is an allegation, concern or incident identified
Who appoints this role?	Chief commissioner
Who supports this role?	Chief commissioner, deputy chief commissioner, safeguarding lead volunteer, nominated staff member
Length of appointment	3 years with an option to extend for a further 2 years
Who can hold this role?	The safeguarding assistant volunteer can be any adult over 18 years old.
Requirements	Must be (or willing to become) an active member of Girlguiding Midlands aged 18+). Some travel will be required for which reasonable travel expenses may be claimed.
About the role	You will: • work closely with the office team • ensure that a volunteer has access to support from local commissioners or other volunteers as appropriate, when suspended pending enquiries • ensure that enquiries are carried out on the allegation, incident or concern according to procedures and are fed back to Girlguiding's safeguarding team in an accurate and timely manner • ensure that enquiries are carried out on the allegation, incident or concern according to procedures and are fed back to chief commissioner/ safeguarding lead volunteer in an accurate and timely manner • undertake local enquiries in support of Girlguiding's safeguarding team • ensure all administration tasks are completed in an accurate and timely manner in partnership with region manager • support the chief commissioner and other commissioners, as needed • liaise with Girlguiding's safeguarding team providing local knowledge and expertise within their enquiries and in support of local authority investigations (it is not intended that you will directly engage or attend MASH referral meetings or court) • promote good safeguarding practice as key to developing good guiding practice • liaise with region management team, to ensure local lessons learnt are reflected within the practice • undertake or co-ordinate support for volunteers working under restrictions post suspension • undertake to attend 3 monthly supervision or as needed by Head of Safeguarding

About you Personal skills and qualities required for the role	You will have... • an open and approachable manner • a high degree of personal integrity and ability to work in a confidential environment • a commitment to ongoing personal development and to supporting others' personal development • good listening skills • an eye for detail and enquiry • an ability to work as part of a remote team • excellent verbal and written communication skills • ability to use and access the internet and email • willing to travel reasonable distances, sometimes outside the local area • willingness and ability to have honest conversations with other leaders and or parents/carers of young members • good organisation and time management skills
How to apply	Apply via our online application form
Application will close on	28 February 2026
General	Girlguiding welcomes volunteers of all backgrounds, ages, cultures, faiths and abilities. We are flexible, and volunteering can be arranged to fit around a busy lifestyle. Please note this is a volunteer role; this role description does not form part of any contract of employment.