

County Residential Adviser - Guides & Senior Section

Role the area of responsibility is specific: to be the County point of contact for all Guide and Senior Section Units that organise a residential event. (*residential being defined as indoor or camping*)

A County Residential Adviser is:

Appointed for an initial term of three years and may be reappointed for a further period of up to two years: this is not automatic and the usual term of appointment is three years.

The Residential Adviser is part of the County Outdoor Team and as such reports directly to the County Outdoor Activities Adviser.

Functions can include:

- Attend team meetings both at County and Regional (if requested)
- Attend committee meetings at our two County residential houses, Seagull & Parva (both are held twice a year)
- Take and keep notes at these meetings and pass on the information as necessary
- With the Brownie Residential Advisers hold meetings (currently twice a year. May & September) with Division Residential Advisers to act as a link passing on information, comments and queries
- Keep knowledge up to date with regard to all aspects of Residentials and Guiding regulations pertaining to them and be on hand to answer queries from Division Residential Advisers
- Be familiar with the stages of the Training Opportunities – Camps and Holidays Scheme. Help train new Division Advisers and offer support at all times
- Deal with requests for assessment and approve appointed mentors
- Assist with mentoring of Guiders if necessary
- Review paperwork before assessment – budget, menu, programme. Receive and check the Residential Event Notification form of assessment for residentials to ensure accommodation is approved, CRB disclosures completed and adult to child ratio is correct (this should all be done at Division level)
- Arrange assessment visits providing assessors with paperwork, background information and advice prior to the visit via the candidate. Liaise with both candidate and assessor
- Receive assessor's reports and collate into an assessment report if necessary. Verify the paperwork after the event and issue the badge and certificate and letter of congratulations
- Ask candidate in letter above to Notify the Guider's District Commissioner of qualification gained so that it can be entered on GO. Keep a record of all qualifications awarded.
- Help plan and organise training sessions with the County team
- Attend relevant training sessions to keep your own knowledge up to date
- Help plan and organise events at County level with the Out Door Team when necessary

- With other County Residential Advisers maintain a list of accommodation which has been approved for use

The Residential Adviser should:

- Be an active member of the County Outdoor Team
- Be enthusiastic about and encourage interest in the residential qualifications available to Guiders
- Probably hold a residential qualification and understand the importance of and be responsible for maintaining standards throughout the County
- Understand the value of the out of doors to a well balanced programme for girls and adults

Please note: No-one is expected to have all of these skills at the outset as, many of these skills and qualities will be acquired and developed throughout the appointment term.