

# HIDDEN TALENT

## Glossary of terms

To help you decipher Guiding on the CV

- Rainbows** girls aged 5-7.
- Brownies** girls aged 7-10.
- Guides** girls aged 10-14.
- Rangers/Young Leaders** aged 14+.
- Leaders** aged 18-65.
- Guide** trained adult volunteer leader.
- Commissioner** trained adult volunteer manager.
- Unit helper** adult who regularly helps at a unit.
- Adviser** trained adult volunteer with special responsibility for a particular area of activity eg boating or international or arts.
- Unit** group the girls meet in.
- Pack holiday** residential experience for girls aged 7+.
- Camp** residential experience under canvas.
- Revels/District Event** Large-scale event often for hundreds, even thousands of girls.
- Queen's Guide** highest achievement for young women in Guiding.
- Look Wider** personal development programme for young women 14-25yrs.



**THE GUIDE ASSOCIATION**  
A Registered Charity

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How Guide Association members can enhance your business



## Guide Association facts

- Founded in 1910, almost 50 per cent of the women in the UK have been members at some time in their lives.
- 31 per cent of eight year olds are currently in Brownies.
- Adult leaders and helpers give Guiding 10 million voluntary hours every year - that's equivalent to 5,500 full time jobs.
- Most leaders are in full-time employment.
- Guiding is the largest organisation for girls and young women in the UK with 700,000 members.
- The Guide Association is consulted by government on matters concerning girls and young women.
- The Guide programme is based on a non-formal educational framework.
- Guiding is inclusive and values diversity.

**For more information contact**

Marketing and External Relations  
The Guide Association  
17-19 Buckingham Palace Road  
London SW1W 0PT  
Tel: 020 7828 6242  
Fax: 020 7828 8317  
[www.guides.org.uk](http://www.guides.org.uk)

## Realising potential

The women involved in Guiding have a wealth of experience and skills, but they are not always recognised by companies and HR professionals. This leaflet explains what someone with Guiding skills can actually offer your company.

### The Skills Gained

Team-working, problem solving, project planning, communication and of course, leadership, are all part of the Guide Association's programme along with personal development and building the self-confidence of girls and young women.

These are all recognised as important skills and qualities in today's business environment, and Guide Association members possess them in abundance.



As a Ranger or Young Leader preparing for her first job or higher education, a young woman with Guiding experience will have many skills and achievements to supplement her academic record such as time management, using her initiative, taking responsibility for herself and others and participating in new challenges.

### Trained volunteers

Every year thousands of members take part in international experiences. Following a challenging selection event, they will have the opportunity to learn about other cultures, mix with different people, learn how to overcome communication difficulties and open their horizons to potential opportunities.

Taking 24 Brownies aged 7-10 on a one week camp requires skills in budgeting, logistics, health and safety, programme planning, crisis management, mass catering, as well as camping.



Running a weekly meeting for up to 36 girls can be a challenge. Volunteer leaders all receive training to meet the needs of the age groups they are working with (from 5-25), leading to The Guide Association Leadership Qualification.

### Management skills

Commissioners are the volunteer managers of Guiding. A District or Division Commissioner can have responsibility for managing around 20 leaders and assistant leaders. She also has budgetary, forward planning, quality assurance and communications responsibilities. County and Country and Region Commissioners have even wider responsibilities including administration, employment and crisis management.



There are more than 70,000 Leaders and Commissioners and another 30,000 unit helpers giving regular support to Guiding. If you see Guiding on the CV, ask for more information. Then join the likes of Bookham Technology plc, Kent County Council, Marks & Spencer, Sainsbury's, Severn Trent Water and all the other companies currently employing Guiding people.

Just see how Guiding could enhance your company.

Jacqueline Berry of Chorley, Lancs says, that the management, secretarial and administration skills she gained as a leader in the Association, have been invaluable in her work.

"We are extremely proud of Jacqueline's achievements. She is an efficient and reliable PA, at Potters.

We are fully supportive of her Guiding role and the qualifications she has acquired through Guiding have been very valuable at work."

David Harpison, Sales Director, Potters Porcelain Pottery.



### Guide Association facts for you to quote...

- The Guide Association is the largest organisation for girls and young women in the UK with 700,000 members.
- Adult members and helpers give Guiding 10 million voluntary hours every year – that's more than 5,500 full time jobs.
- 50 % of the female population of the UK have been in Guiding at some time.
- 31% of eight year olds are currently in Brownies.
- Guide Association members work in all sectors.
- Most leaders in Guiding work full time.
- The Guide Association is consulted by government on matters concerning girls and young women.
- Guiding is inclusive and welcomes girls and young women from all communities.

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## MAKING THE MOST OF YOUR SKILLS

### Glossary of terms

These are just some examples of the terms used in Guiding. There are many others. So be careful to avoid Guiding jargon.

**Rainbows** girls aged 5-7

**Brownies** girls aged 7-10.

**Guides** girls aged 10-14.

**Rangers/Young Leaders** aged 14+.

**Guide** trained adult volunteer leader.

**Commissioner** trained adult volunteer manager.

**Unit helper** adult who regularly helps at a unit.

**Adviser** trained adult volunteer with special responsibility for a particular area of activity eg boating or international or arts.

**Unit** group the girls meet in.

**Peck holiday** residential experience for girls aged 7+.

**Camp** residential experience under canvas.

**Revels/District Event** Large-scale event often for hundreds, even thousands of girls.

**Queen's Guide** highest achievement for young women in Guiding.

**Look Wider** personal development programme for young women 14-25yrs.



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## MAKING THE MOST OF YOUR SKILLS

How to show your Guiding experience on your CV





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## Show your potential

Whatever you want to do in your job or career, if you have Guiding skills and experience you could be ahead of the game, but only if you tell potential employers exactly what roles and tasks you do in Guiding in ways that they will understand.

### The Skills You Gain

Let's face it, for most jobs in the adult world you won't be doing the same things that you do with your unit but you may be using the same skills.

When you work with your unit what skills are you developing? You work with other Guiders and helpers, you plan the programme with the girls, you take them on trips, you help them work through the programme, you try lots of new activities, you keep the parents informed and you ensure everything runs smoothly. In other words leadership, teamwork, project planning, logistics, support of the individual, communications, problem solving and you are open to new ideas.



Put like that, an employer would see you in a very different light.

When you take a group to camp, not only is there commitment to the girls and the event, you've shown an interest in training to enhance your skills. You also have to know about budgeting, logistics, programme planning, mass catering and crisis management, as well as how to camp.



### Selling your Skills

Your CV is not the place to be modest. To encourage a potential employer to ask you about Guiding you need to tell them about it in their language. On the back of this leaflet are some Guiding terms - and how you need to explain them for a non-Guiding person to understand them.

For example, if you are a Rainbow Guider, write on the form that this means you are a trained adult volunteer working with girls aged 5-7.

If you are a District Commissioner, explain this means you are a volunteer line manager of a number of trained adult volunteer leaders, with responsibilities for appointing leaders, budgeting and so on.



If you are a Ranger or Young Leader, explain that you are a senior member of The Guide Association and write what experiences you have had in Guiding and what you have gained from them. For example, you might talk about working on a large scale event, at an international camp, or participating in the Look Wider Programme. Think about the skills you needed to show in your international selection course, as well as on the project: leadership, team working, planning and using your initiative.

By putting your Guiding role on your CV you will also be showing the potential employer that you are a confident and capable person, that you care about others and play an active part in your community. All this will help the employer to see you as a rounded person, who would be a benefit to their organisation.

Don't hide your skills away - help yourself to stand out from the rest by featuring them. On the application or at the interview if they ask for examples of how you would handle certain scenarios, if you have not got an example from a work context then use a Guiding one. Good Luck!



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