

Lead volunteer for guiding delivery

Application pack



EXCELLENCE



ACCESS



VOICE



CAPACITY

Welcome

Thank you for your interest in applying to chair a Girlguiding Scotland committee.

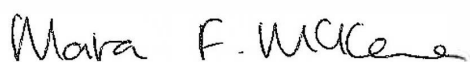
As a Girlguiding member you will already know about the vital role volunteers play in delivering guiding - without you, guiding simply wouldn't happen. That's why we're looking for someone like you to take on this exciting role, so we can continue our work to make a positive impact in the lives of girls and young women growing up in Scotland.

Our committees bring volunteers and staff members together to make sure we're performing at our best across our different areas of work for all our members across Scotland.

If you can lead a team of adults, have got a good eye for detail, a passion for all things guiding, or can work your way around a spreadsheet, then we'd love for you to join us. As a Committee Chair, you'll be an integral part of the team helping develop our organisation - and you'll be supported to develop your own skills as well.

So what are you waiting for? Why not take a look through this pack to learn more about this exciting opportunity - I hope you'll be inspired to submit your application and help us make Girlguiding Scotland even better for our members.

Best wishes,



Moira McKenna

Scottish Chief Commissioner

About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of 11,500 amazing volunteers, we are active in every part of the Scotland. We give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities.

We are currently delivering our [2019-2021 strategy](#), which focuses on improving access to guiding, delivering excellence through our programme, incorporating girls voices into our work and improving our capacity to deliver for girls and young women. These areas of focus guide all aspects of our work. Over the coming year we will also be aligning our strategy with the new Girlguiding strategy, which launched in March 2020. The Girlguiding strategy focuses on creating exceptional experiences for girls, developing a rewarding experience for volunteers, becoming more inclusive and expanding our impact.

Our vision

An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential

Our mission

Through fun, friendship, challenge and adventure we empower girls to find their voice, inspiring them to discover the best in themselves and to make a positive difference in their community

Our values

Caring, challenging, empowering, fun, inclusive and inspiring

Our volunteer structure



The Guiding Delivery team is responsible for supporting adult volunteers to deliver the guiding programme to all of our young members across Scotland. This includes delivering an exciting and innovative programme of events and initiatives that add value to girls' experiences to complement what is provided locally.

In addition, the Guiding Delivery team develops strategies to ensure a vibrant offer exists for the learning and development of adult volunteers within the counties.

This is a significant Trustee role which requires vision to shape an overall offer and ability to work in partnership to provide strong leadership for teams of volunteers. It is envisaged there will be a deputy whose role would complement the lead volunteer.

Role

In partnership with the Guiding Delivery Manager and the deputy lead volunteer you'll:

- Champion the delivery of programme and training by working with Girlguiding Scotland Trustees to develop our vision and approach
- Work with senior volunteers and staff to ensure there is a wide range of events and initiatives and that they are delivered to a high standard
- To provide leadership and guidance to the Guiding Delivery team and working groups

Term of Office

The Lead Volunteer of the Guiding Delivery team is appointed for an initial period of 3 years with an extension of 2 years if mutually agreed.

Who can do this role

The Lead Volunteer for Guiding Delivery can be any adult member age 18+ who is also eligible to be a Trustee of Girlguiding Scotland.

Responsible to

The Lead Volunteer for Guiding Delivery is a trustee role appointed by and responsible to the Scottish Chief Commissioner.

Working with

In this role you will work closely with:

- Members of the Guiding Delivery team and sub-groups
- The Guiding Delivery Manager and other members of Scottish headquarters staff
- Senior Leadership Team at Girlguiding Scotland
- Wider network of volunteers involved in guiding delivery across the UK

Personal qualities

- Strong understanding of Girlguiding Scotland's values, aims and objectives as defined in our strategy
- Ability to translate the strategy into a plan to be delivered
- Enthusiasm for guiding delivery – the Girlguiding programme, international, events, outdoors and adult learning and development
- Ability to lead, inspire and motivate your team
- Ability to work as part of other teams
- Articulate and confidently speak to others in a 1-2-1 situation, remotely and in a group setting
- Good organisational skills
- Effective written communication
- Ability to understand budgets and budget planning
- Approachable, open minded and flexible
- Ability to work with information of a confidential or sensitive nature
- Be diplomatic and be able to handle difficult conversations with tact

Responsibilities

- Provide vision and strategic direction for members of the Guiding Delivery team
- Put in place a three year rolling plan of projects and events - making sure that young people's ideas are incorporated
- In partnership with the Guiding Delivery Manager you'll prepare proposals and reports for submission to the Executive Committee
- In partnership with the Guiding Delivery Manager prepare the Guiding Delivery budget
- Inspire and proactively manage teams of volunteers involved with all aspects of guiding delivery, including overseeing the development and delivery of the Guiding Delivery weekend
- Maintain close communication with members of the Guiding Delivery team and the Guiding Delivery Manager

- Become a proactive member of the Scottish Executive and a Trustee for Girlguiding Scotland
- Become a proactive member of the Senior Leadership Team
- Recruit and appoint an Assistant Lead Volunteer to act as Vice-Chair for Guiding Delivery and help to recruit other team members
- Promote Girlguiding Scotland and Girlguiding generally
- Member of UK network of Country/Region Guiding Delivery

Meetings

Actively engaged as follows:

- Girlguiding Scotland Trustee meetings
- Convening and chairing meetings of the Guiding Delivery team
- Meeting with the Guiding Delivery Manager regularly
- Senior Leadership Team meetings
- Represent Scotland in relevant Girlguiding networks

Time commitment

The Lead Volunteer role involves a significant amount of time in the evening and at weekends. It is important that this would be the primary guiding appointment for the post holder during their term of office.

What you'll get from the role

In addition to helping shape the work of Girlguiding Scotland, you will have access to relevant training opportunities and the chance to participate in external events with other voluntary sector or youth work organisations. You'll have a chance to develop your transferable skills through:

- Working in partnership with staff and senior volunteers
- Managing teams and projects
- Stakeholder communication and engagement
- Budget setting and monitoring
- Engaging with other third sector organisations
- Learning from other countries and regions
- Writing and reviewing reports
- Analysing membership data and trends

In this role you'll have the support of the senior volunteer team and your staff partner.



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How to apply

Applications from across Scotland are welcomed and should be supported by a reference. Please spend a few minutes looking through this pack to learn more about the role.

Informal discussions are welcomed from anyone who is considering applying - for more information on this please contact Alison@girlguiding-scot.org.uk. You can download the application form [here](#), once completed please send it to the same email address. The deadline for the receipt of applications is midnight on 31 August 2020.