

*Lead volunteer for membership  
growth & development*

## Application pack



EXCELLENCE



ACCESS



VOICE



CAPACITY

# Welcome

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

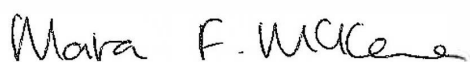
As a Girlguiding member you will already know about the vital role volunteers play in delivering guiding - without you, guiding simply wouldn't happen. That's why we're looking for someone like you to take on this exciting role, so we can continue our work to make a positive impact in the lives of girls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





## Lead volunteer for membership growth & development

The Membership Growth & Development Working Group provides support to counties to help them respond to the specific need to grow the membership in their area. The group drives the delivery of a growth strategy agreed by the Girlguiding Scotland Trustees.

This is an exciting Trustee role in which the lead volunteer will be involved in order to achieve real change in guiding across Scotland.

### Role

In partnership with the Membership Development Manager you'll:

- Champion growth as a key priority for Girlguiding Scotland, developing the strategic vision and approach with the Trustees of Girlguiding Scotland
- Inspire and motivate members at all levels to recognise membership growth as a shared priority
- Develop effective working relationships with county commissioners and local volunteers to provide support and practical help to support membership growth
- Make sure that evidence-based interventions and support mechanisms designed to help overcome local barriers to growth are delivered
- Lead the Membership Growth and Development Working Group
- Ensure our young members' can help shape the growth and development of Girlguiding Scotland
- Work with other senior volunteers and staff to further the Girlguiding Scotland's ability to grow

### Term of office

The Lead Volunteer for Membership Growth & Development 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 Membership Growth & Development can be any adult member age 18+ who is also eligible to be a Trustee of Girlguiding Scotland.

### Responsible to

The Lead Volunteer for Membership Growth & Development is a Trustee role appointed by and responsible to the Scottish Chief Commissioner.

## Working closely with

You will work closely with:

- Membership Development Manager and other members of Scottish Headquarters staff
- Members of the Growth and Development Working Group
- Senior Leadership Team at Girlguiding Scotland
- Lead volunteers and staff working on membership growth across Girlguiding networks

## Personal Qualities

- Strong understanding of Girlguiding Scotland's values, aims and objectives
- Strategic thinker able to understand how support for membership growth and development fits into the wider work of Girlguiding Scotland and our strategy
- Ability to lead and work as part of a team
- Ability to inspire and engage others to want to deliver projects
- Articulate and confident when speaking to others in a 1-2-1 and in a group setting whether face to face or remotely
- Approachable, open minded and flexible
- Effective organisational, influencing and facilitation skills
- Effective written communication
- Ability to work with information of a confidential or sensitive nature
- Diplomatic and able to handle difficult conversations with tact

## Responsibilities and time commitment

- Ensure that there is a strategic direction to the growth work
- In partnership with the manager, prepare Membership Growth and Development Working Group proposals, reports, budgets for submission to the executive committee
- Inspire and manage the Membership Growth and Development Working Group to develop and deliver new ways to engage members at all levels to embed a culture of growth
- Proactive member of the Scottish Executive committee (Trustee)
- Proactive member of the senior leadership team
- Member of the UK-wide network of country/region Membership Growth Lead Volunteers, representing Scotland at meetings and teleconferences
- Promote Girlguiding Scotland and Girlguiding generally
- Actively contribute to setting and monitoring the budget of the Membership Growth & Development Working Group, including regular reforecasting
- Appointing members of the Membership Growth & Development working group in line with the terms of reference of the group



## Lead volunteer for membership growth & development

### Meetings

Actively engaged as follows:

- Girlguiding Scotland Trustee meetings
- Convening and chairing meetings of the Membership Growth and Development Working Group
- Meeting with the Membership Development Manager regularly, face to face or remotely
- Represent Scotland at UK Membership Growth meetings
- Senior Leadership Team meetings

### Time commitment

As a lead volunteer the role will involve a significant amount of time in the evening and at weekends. It would be important that this would be the primary guiding appointment for the postholder 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
- 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.

### 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](mailto: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.