

Theme Development - Event Co-ordinator

Application pack



EXCELLENCE



ACCESS



VOICE



CAPACITY

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



Theme Development has been established to support the delivery of Girlguiding Scotland's events and projects as part of our Excellence strand from [our strategy](#).

Role

We are offering a new opportunity within the Girlguiding Scotland Theme Development Team with a specific focus on the delivery of large scale wow events and resources that support the six programme themes.

Term of Office

This role is appointed by the Guiding Delivery Lead Volunteer for a period of 3 years. This term could be extended up to a maximum of 2 years upon mutual agreement.

Who can do this role?

The Theme Development - Event Co-ordinator can be any adult member age 18+.

Responsible to

- Theme Development Team
- Guiding Delivery Team
- Guiding Delivery Manager and other members of Scottish Headquarters staff

Personal qualities

- Strategic thinker able to understand how theme development and delivery fit into the wider work of Girlguiding Scotland and the delivery of the Excellence strand
- Ability to lead and work as part of a team
- Articulate and confident speaking to others in a 1-2-1 or group setting
- Good organisational skills
- Good written communication
- Understanding of Girlguiding Scotland's values, strategic aims and objectives

Responsibilities

- To deliver all section events which support programme themes working in collaboration with the Theme Development - Resource Co-ordinator and the Guiding Delivery Staff team
- Keep up-to-date with new resources and programme initiatives, and use them as appropriate
- Prepare and manage event budget with support from Lead Volunteer - Theme Development and Guiding Delivery Staff team
- Participate in additional national projects and consultations on an ad hoc basis
- Maintain close communication with the Lead Volunteer - Theme Development
- Recruit and oversee such project teams as may be required to develop and deliver events



Theme Development - Event Co-ordinator

Meetings

Responsible for attending the following:

- Guiding Delivery meeting, 1 per year
- Theme Development Team meetings, minimum of 4 meetings a year

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 GDManager@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 **Friday 4 September 2020**.