

# Development Worker

35 hours per week (fixed term)

£25,000 per year

Edinburgh



EXCELLENCE



ACCESS



VOICE



CAPACITY

# Welcome

I am so pleased that you are interested in joining our team.

This is a really exciting time to join Girlguiding Scotland. With nearly 45,000 young members we are the largest charity for girls and young women in Scotland.

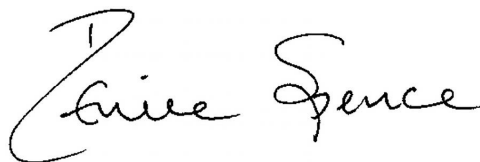
Girlguiding Scotland has been around for over 100 years and we have much to be proud of in that rich and vibrant history, but we know that to remain exciting and relevant to young people we must continually evolve.

I'm extremely proud of our strategic plan which aims to transform the organisation so it can meet the challenges of the future. We will do this by focussing on growth, youth participation and changing perceptions. By increasing the support we offer our 11,500 amazing adult volunteers who deliver incredible experiences to girls, across Scotland, every week.

While Girlguiding Scotland's young membership is only open to girls and young women, our staff team is mixed gender and we welcome applicants from all backgrounds.

After reading the application pack I hope you feel inspired to join us.

Best wishes,

A handwritten signature in black ink that reads "Denise Spence". The signature is written in a cursive style, with the first letter 'D' being large and stylized.

Denise Spence  
Chief Executive

# 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, giving 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 build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.

## 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

### Rainbows - We have fun

Rainbows are girls aged five to seven. Rainbows is all about developing self-confidence, building friendships, learning new things and having fun. Girls get their hands dirty with arts and crafts, get in touch with nature and play games - it's all about learning by doing.

### Brownies -We do cool stuff

Brownies are girls aged eight to ten. Brownies introduces girls to a world of new opportunities, challenges and fun. Girls go along to camps, holidays, day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, explore other cultures and have outdoor adventures.

### Guides - We make things happen

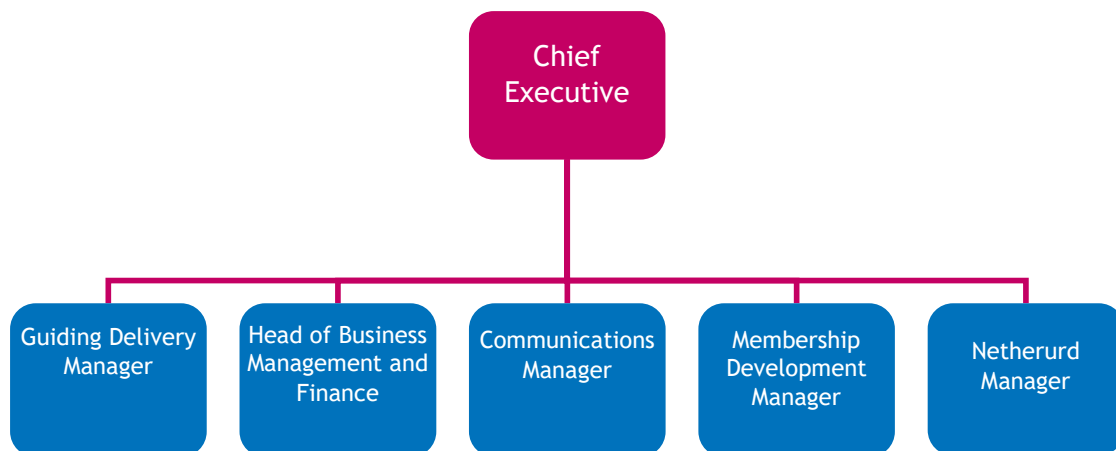
Guides are girls aged 10 to 14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

### Rangers - We explore more

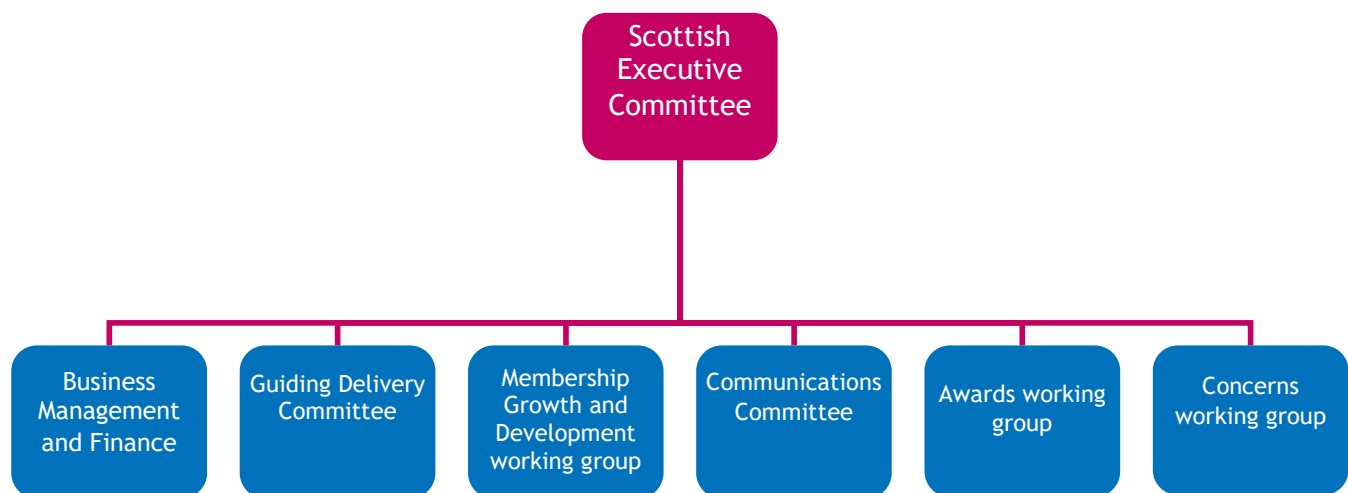
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

## About Girlguiding Scotland cont.

### Our staff structure



### Our governance structure



# The role

The core function of this role is to identify opportunities to establish and expand guiding opportunities for girls ages 10+ in areas of deprivation and/or where there is an increased risk of girls being impacted by crime or antisocial behaviour. The role is funded through the Scottish Government's Generation CashBack project and the successful candidate will be required to contribute to targets associated with this Scotland-wide project. During the period of the contract, the post-holder will be expected to:

- In year 1 support volunteers in target areas to: expand existing or open new Guide or Ranger units so that at least 50 girls have the opportunity to join or stay in guiding
- Promote CashBack Grow funding and support volunteers to access these monies so that existing young members of Guide and Ranger age in target areas can benefit from increased opportunities
- Share the work of the project using social media (in line with Girlguiding policies) to contribute to communications targets

We are looking for an individual with an enthusiastic and positive outlook. In this role you will be representing Girlguiding Scotland to a wide range of stakeholders including potential members, potential volunteers, other community groups and voluntary sector organisations. You will need to be well presented, articulate, diplomatic and approachable, with the ability to build good relationships quickly with a wide range of people.

You will need to be able to manage and report on your own workload so you will be proficient at working independently and meeting deadlines. You will be proactive and will seek to learn from other staff and volunteer teams as required. You will work with volunteers in target areas to define the scope of your work to meet the overall project targets so you will need to possess a high degree of motivation, innovation and creativity.

There is some flexibility in the working pattern but the role will require regular evening and weekend work, for which time off in lieu will be given. While much of the support offered to target areas will be delivered remotely, there may be a need to travel to other areas of Scotland. This may include overnight stays. Expenses for such travel will be reimbursed in line with Girlguiding Scotland's travel and subsistence policy.

This role will be employed by Girlguiding Scotland and will be line managed by our Membership Development Manager. The role will be based at Girlguiding Scotland Headquarters in Edinburgh.

## Overall purpose

We are on the lookout for a proactive individual to develop, support and deliver area-specific growth plans which will result in girls of Guide age (10-14) or Ranger age (age 14-18) being able to join or remain in guiding in target areas. The role will also promote CashBack Grow funding and support volunteers to access such funds so that existing young members of Guide and Ranger age in target areas also benefit from increased opportunities.

As part of the wider Girlguiding Scotland team, the role holder will be expected to share good practice with staff and volunteers and learn from the experience of others. The role holder should possess a willingness to undertake any training necessary to deliver the aims of the project and should be prepared to travel to meet with volunteers across Scotland when appropriate in addition to providing remote support. Creative, confident and articulate, the post holder will be able to identify opportunities to promote the fund and build relationships with volunteers, staff and relevant community stakeholders.

## Main areas of responsibility

- Research existing provision using Girlguiding membership systems and knowledge gathered from local volunteers
- Identify Guide and Ranger units at risk of closure/ with low numbers in target areas across Scotland
- Identify opportunities for establishing new Guide or Ranger units in areas where there is no or inadequate provision.
- Work with local volunteers to develop and implement plans to respond to growth opportunities identified in order to achieve project targets.
- Support new and existing Guide and Ranger units in target areas across Scotland to recruit adults and girls through online advertising, signposting of resources and face to face recruitment events in order to achieve project targets.
- Support existing Guide and Ranger units in target areas across Scotland to access CashBack Grow funding in order to increase opportunities for existing young members in order to achieve project targets
- Support volunteers in CashBack qualifying areas to access training and development opportunities related to community outreach and signpost wider programme training offered by Girlguiding Scotland
- Promote and support new ways of delivering the Girlguiding programme (e.g. virtual guiding, holiday or weekend units or non-traditional venues)
- Work with local volunteers to ensure appropriate support and training is given to allow leaders to deliver guiding safely and in line with Girlguiding policies and practices
- Engage with local organisations and other stakeholders to develop new partnerships which will result in increased youth provision in target areas
- Document progress and provide feedback to Girlguiding Scotland on an ongoing basis
- Support the completion of relevant monitoring and evaluation exercises attached to the Generation CashBack programme
- Promote the work of the project using social media in line with Girlguiding policies to contribute to communications targets

## Knowledge and skills

- Knowledge of guiding and/or youth work in another setting
- Good verbal communication, confident speaking to groups or individuals in a variety of situations
- Good written communication skills (inc. reports, letters and committee papers)
- Ability to engage a diverse audience to achieve project aims
- Ability to identify needs of young people and develop projects to meet these needs
- Working knowledge of diversity and outreach programmes and projects
- Knowledge of community networks
- Ability to work on own initiative, manage multiple tasks and meet deadlines
- Knowledge of and interest in the development of girls and young women
- Knowledge of and enthusiasm for using social media
- Confident in use of online video conferencing technologies

## Planning and decision making

- Devise and implement a project plan to deliver project targets and objectives
- Undertake administrative work related to the role in accordance with Girlguiding Scotland policies and standard procedures
- Time management. You will be responsible for working with volunteers and staff to determine your work plan for the duration of your contract. Once this is set you will be expected to manage your own workload and prioritise your time accordingly.
- Submit regular progress reports and forward plans to an agreed schedule and format

### Interpersonal skills

- Ability to collaborate and work as part of a team leading to strong working relationships with Girlguiding Scotland staff and volunteers (including local leaders, commissioners and advisers)
- A strong communicator with the ability to tailor messages for different audiences to establish links with external stakeholders including local youth services, schools, further and higher education institutions, community leaders, religious leaders, other youth organisations and other voluntary organisations
- Able to represent Girlguiding Scotland in the local community and present the organisation in a positive manner at all times

### Innovation

- Willingness to seek out and attend relevant training and other events to improve knowledge of the local community, of Girlguiding, the Generation Cashback project and other relevant projects
- Ability to work with volunteers and staff to develop a plan designed to achieve the targets
- Ability to adopt a creative approach to the recruitment of adults and young people (including using taster days, school assemblies, community events, etc.)
- Proactive attitude to seeking out staff and volunteer teams who can provide insights which will benefit the project
- Enthusiasm for sharing project updates and engaging volunteers and other stakeholders through online platforms and social media as required
- Willingness to share information about initiatives that you have developed locally and which could be replicated in other areas of the country
- Openness to identify new ways of working with other youth organisations who have similar aims to Girlguiding Scotland

### Problem solving

- Balancing the demands of working with local volunteers and delivering project targets
- Devising new ways to deliver the Girlguiding programme in response to local need
- Identifying areas where online or remote guiding would best suit the needs of girls and volunteers
- A flexible approach to project management to allow a change in direction if necessary for the success of the project

### Additional Information

- This role has no direct budgetary responsibility but you will be expected to support units to develop a budget and sustainability plan as part of the project
- This role has no line management responsibility
- You will undertake any other duties that may reasonably be required to fulfil the duties of this post
- You will be based at Girlguiding Scotland Headquarters, 16 Coates Crescent, Edinburgh, EH3 7AH  
There will be a requirement for travel across Scotland so you should have access to your own vehicle or be willing to travel by public transport

You will be required to work weekends and evenings. Where this time exceeds your contracted hours, time off in-lieu will be given.

# The Person

Criteria	Assessment	Essential or Desirable
<b>Skills</b>		
Computer literate, including experience with Microsoft Office programmes, internet search technology and video conferencing platforms	A	E
Excellent communication skills: <ul style="list-style-type: none"> <li>Written skills to include the ability to produce documents suitable for a wide range of audiences and purposes</li> <li>Oral skills to include the ability to communicate clearly and concisely, both on the telephone, via email and in person, with individuals and groups</li> </ul>	A, I	E
Ability to work proactively and on own initiative to ensure deadlines are met	A, I	E
Ability to work as a team player and to ensure effective internal consultation	A, I	E
Ability to work with and relate to staff and volunteers at all levels within the organisation	A, I	E
Ability to build relationships with community stakeholders and to deal professionally and persuasively with external contacts	A, I	E
Ability to deliver and inspire through presentations, events (online or face to face)	A, I, T	E
Ability to work accurately and to pay close attention to detail	A, I	E
Confident working with membership statistics	A, I	E
Full clean driving licence and access to own vehicle or willingness to travel via public transport to meet with volunteers across Scotland	A	E
<b>Experience</b>		
Experience of youth work in a professional or voluntary capacity	A, I	E



Experience of volunteer recruitment (may include online and/or face to face recruitment)	A, I	E
Experience of applying for funding or supporting others to access funding	A, I	D
Experience of developing a project plan and delivering it to achieve targets	A, I	E
Experience of building relationships at a distance with staff and/ or volunteer teams	A, I	E
Experience of working closely with volunteers	A, I	E
<b>Knowledge</b>		
Knowledge of community networks and issues	A, I	E
Knowledge of and interest in the development of girls and young women	A, I	E
Working knowledge of diversity and outreach programmes and projects	A, I	E
Knowledge of health and safety and risk assessments	A, I	D
Knowledge of guiding	A, I	D
<b>Values</b>		
Commitment to the aims of Girlguiding	A, I	E
Understanding of the implications of working in an Equal Opportunities environment	A	E

# Employment details

## Contract type

This is a fixed term contract until 31 March 2023.

## Location

You will be based at Girlguiding Scotland Headquarters, 16 Coates Crescent, Edinburgh, EH3 7AH.

## Salary

£25,000 per year

Travel expenses will be paid in line with Girlguiding Scotland's travel and subsistence policy. A laptop and mobile phone will also be provided for business use for the duration of the contract.

## Working hours

The core hours are 35 hours per week. There is flexibility in the working pattern and specific working hours can be negotiated with your line manager. **Regular evening and weekend work will be required.**

## Holiday entitlement

28 days paid holiday per annum plus bank holidays.

## Probationary period

The post will be subject to a probationary period of three months.

## Notice period

The notice period required by both parties, following a minimum 3-month probationary period, is either one calendar month or 1 week for each complete year (up to a maximum of 12 weeks), whichever is the greater.

## Medical and criminal record check

Girlguiding Scotland is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake appropriate criminal record checks.

# How we value our people

## Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses.

## Flexible working

We are committed to ensuring that our staff has a good work-life balance and offer a flexible working environment. This can be discussed with your line manager on an individual basis.

## Contributory pension scheme

In addition to the government's auto enrolment pension, we offer a generous organisational pension.

## Volunteering support

Staff who volunteer within Girlguiding are entitled to five days of paid volunteer leave a year.

### Employee assistance programme

We have an employee assistance programme provided by Health Assured. It is free of charge and offers confidential, independent help, information and guidance to all employees and their immediate family 24 hours a day.

## How to Apply

[Please complete the application form](#). Only fully completed application forms will be considered, we do not require a copy of your CV. Candidates will be short listed on the basis of their application form. Those who are successful at this stage of the process will then be invited to attend an online interview.

The closing date for applications is **1pm on 2 October 2020** (please note, any applications received after this time won't be accepted). Please send your completed application form to Alison Pringle - [Alison@girlguiding-scot.org.uk](mailto:Alison@girlguiding-scot.org.uk).

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

## Interviews

It is our intention to hold interviews on **8 and 9 October 2020** via Zoom.