

Take the next step in your volunteering journey...



girlguidingscotland.org.uk



Welcome

Thank you for your interest in applying for this volunteer role.

Volunteers are at the heart of Girlguiding - without you, guiding simply wouldn't happen. We know first-hand the benefits of volunteering. From boosting your mental wellbeing and learning new skills, to the feeling you get from supporting girls and young women to be their best - you'll experience it all through this new role.

Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland, and our members are key to achieving this. You'll play a key part in making guiding happen and ensure our programme makes a positive impact on the lives of girls and young women. By volunteering at the national level, you'll be able to inspire thousands of members across Scotland.

It could not be a more exciting time to join our team. We're at the start of a journey to change the way we manage guiding at a Scottish level with the aim of making it easier to provide great experiences for our girls and young women, and support for our volunteers. There will be a trustee board for governance and strategy and an operational board for projects, events and delivery of support to counties.

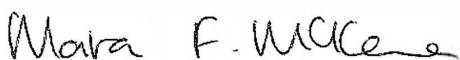
As well as these changes, this year we're continuing to focus on a return to guiding, membership and supporting our counties to run more efficiently and effectively. 2022 will also see the launch of brand new projects and a return to face to face for some of our most loved events.

Guiding in Scotland is more than just an after-school activity - it's the friendships we forge, the confidence we grow and the experiences we give girls, as well as the support systems we put in place to help each other thrive.

Despite the challenges we've faced, we've adapted to stay connected, and we'll continue to explore new ways of bringing members together. Our volunteers are key to helping identify new ways of reaching young members and our national volunteers have been working hard to coordinate both our response and feedback. We're looking forward to the year ahead and hope you're feeling inspired to join us.

So, what are you waiting for? Please take a look through this pack to learn more about this exciting opportunity - I hope you'll be inspired to apply 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 9,000 amazing volunteers, we are active in every part of 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 4-7. 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 7-10. 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

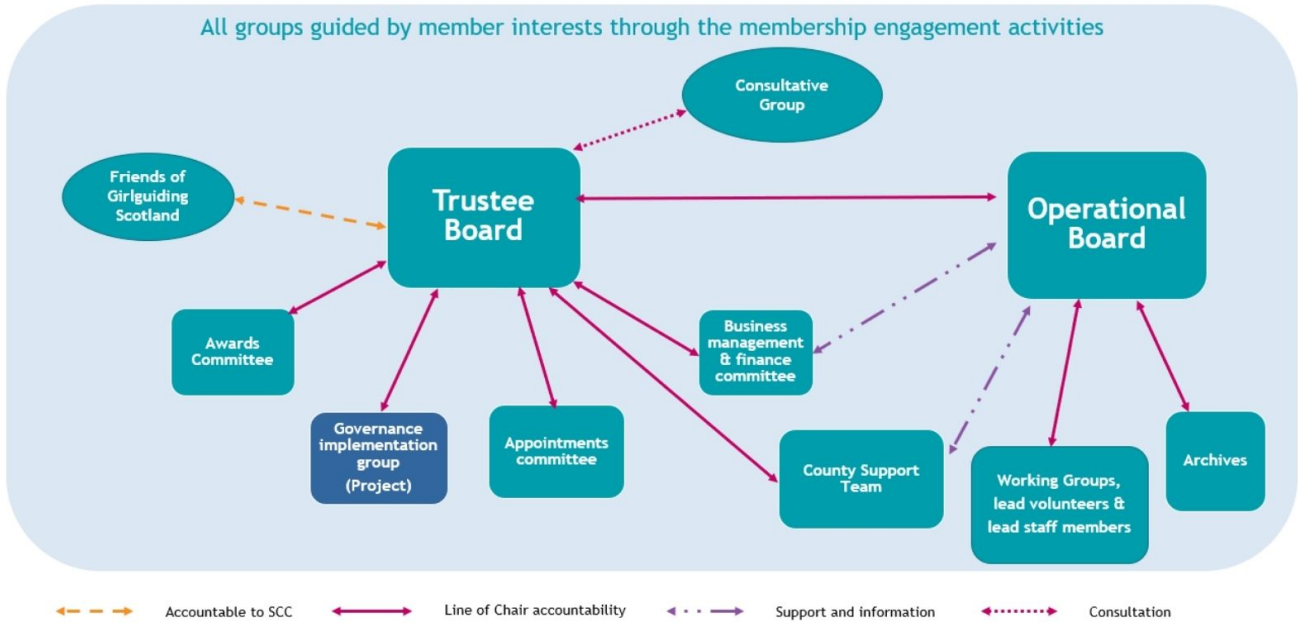
Guides are girls aged 10-14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

Rangers - We explore more

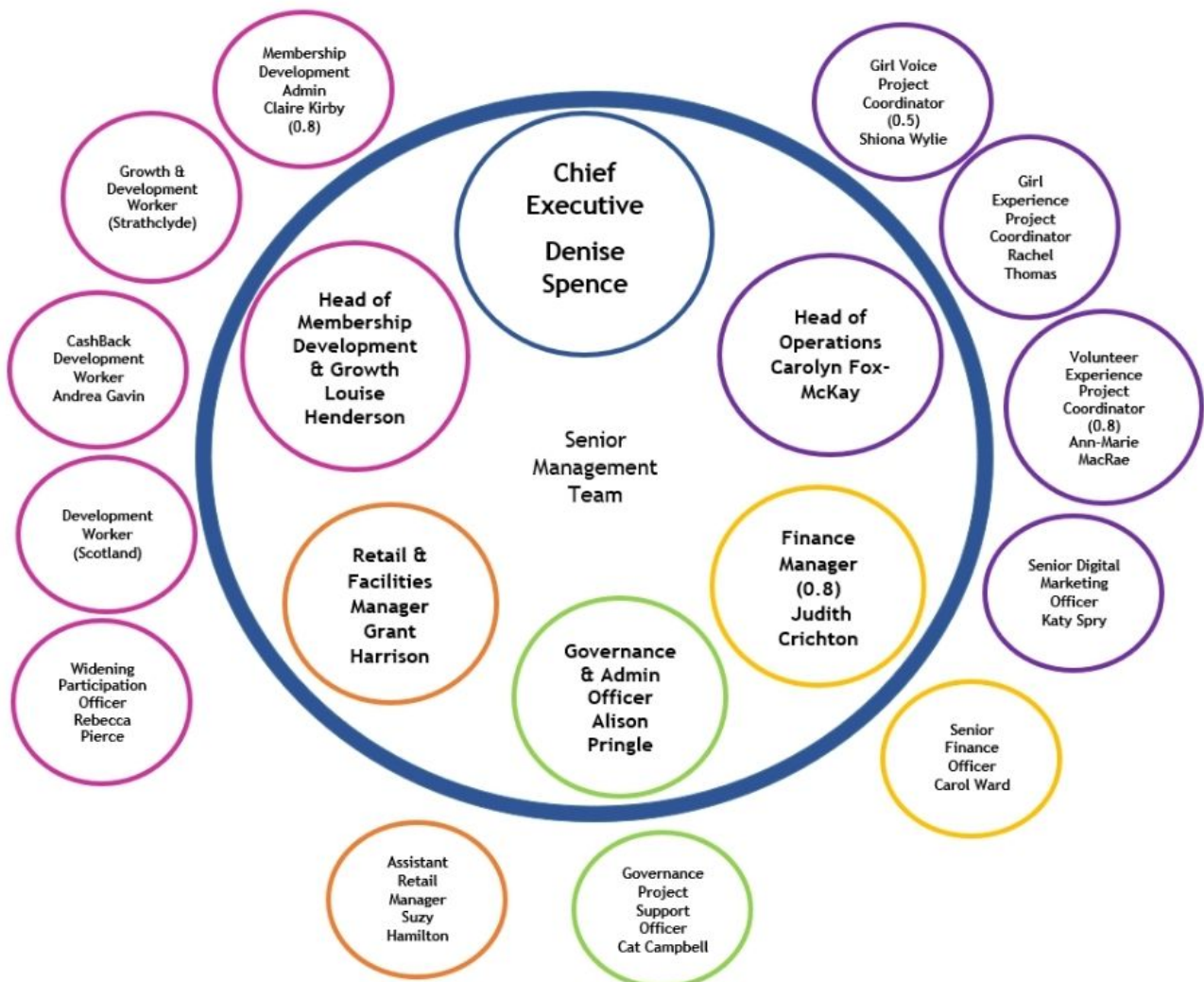
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

About Girlguiding Scotland cont.

Our governance structure:



Our staff structure:





This role

The lead volunteer for volunteer experience is a key role within our new structure which aims to make a real difference to members in Scotland. This volunteer will play a significant part in ensuring that members have access to high quality guiding opportunities.

The lead volunteer for volunteer experience will contribute to the delivery of Girlguiding Scotland's strategy as a member of Girlguiding Scotland's operational board. The focus of the role will be on ensuring that adult volunteers in Girlguiding Scotland feel supported in their role, have access to learning and development opportunities and can develop their potential.

As a member of Girlguiding Scotland's operational board, the volunteer will work in partnership with other senior volunteers and staff to commission, coordinate and report on the delivery of key projects and to manage the ongoing activities of Girlguiding Scotland. This will involve sitting in on or supporting the relevant working groups or committees.

Reporting and accountability:

This role will report to the chair of the operational board. The staff partner will be the volunteer experience project coordinator and will be overseen by the Head of Operations. The role will involve also partnering with the head of membership development and growth and other members of the operational board and Girlguiding Scotland staff team. It will also link into Girlguiding-led volunteer teams as appropriate.

Principles for working together:

Underpinning the ways of working together is the principle that all people and groups in Girlguiding are part of one team. This means that:

- We are inclusive - we work together to create an environment where everyone feels an equal sense of belonging and is free to be themselves - whoever they are and wherever they're from. We value and celebrate difference and represent the diversity of the communities we seek to serve.
- We are open and collaborative - we uphold the principle of co-production so that everything we do is designed and delivered with users - whether volunteers, girls or wider society. All key stakeholders are identified and informed or involved from the start of any piece of work so together we achieve the best possible outcomes in the most efficient way.
- We put girls at the centre - we are ambitious on behalf of our girls, young women and volunteers and challenge every activity that doesn't support the Girlguiding mission. Regardless of role, function or level, all members of one team focus on the common good, and how we can best use our collective resources to deliver what girls tell us they want and need.

What you'll do in this role

Responsibilities:

- Proactively contribute to meetings of the operational board by:
 - Contributing to the development of Girlguiding Scotland's operational plan
 - Escalating issues with projects that impact the successful delivery of the annual operational plan to the operational board
 - Championing evidence-based planning and evaluation
 - Mobilising and overseeing agreed projects in accordance with the Girlguiding Scotland operational guidelines and processes
 - Ensuring that members' views are considered in the design and delivery of all projects
 - With your staff partner, the volunteer experience project coordinator, ensure that volunteer experience is considered in the design and delivery of new work, actively seeking out opportunities to integrate
- Ensure that members of the operational board are kept informed of developments with adult volunteer numbers, qualifications, mandatory training requirements and other training required for individual roles
- Facilitate the design of a three-year plan for learning and development to include:
 - Mandatory training
 - Recruiting new trainers
 - Ongoing support for trainers, tutors and reviewers
 - Induction and ongoing support for local commissioners
 - Ongoing development for leaders including skills development to take on new roles
- Provide support, if needed to the Scottish chief commissioner team with induction and ongoing support for county commissioners
- In partnership with the Head of Operations and the chair of the ops board, recruit and coordinate the work of a group of volunteers with a specialism or interest in volunteer experience who will be responsible for specific areas of work as well as those delivering time-limited projects
- Provide volunteer line management for the volunteers who are responsible for areas of work such as:
 - Trainer qualification, tutors and reviewers
 - Support for trainers
 - Adult leader qualification
 - Going Away With, including travelling abroad module and other outdoor qualifications
- Ensure that members of the operational board are kept informed of numbers of qualifications gained, modules achieved and those who have accessed learning and development opportunities
- Provide a link to Girlguiding for all aspects of volunteer experience and attend meetings as required

Anticipated time commitment

You'll meet with your staff partner most weeks. This can be done remotely and will involve discussing how project teams are getting on, identifying any issues and developing strategies to overcome them as well as reviewing volunteer data and feedback.

You'll check in with the volunteer leads of any project teams you're overseeing regularly too, attending their meetings if additional leadership or support is required. The operational board will meet approximately six times per year. These meetings will be a combination of face-to-face meetings in Edinburgh and remote meetings, typically lasting half a day and taking place on a Saturday. There will always be the option to join a meeting remotely if required.

In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will definitely involve reading the agenda and any papers circulated in advance. For the duration of this appointment, this role should be your primary role in guiding, taking precedence over any other guiding commitments you may already hold.

Knowledge, experience and skills

Knowledge of:
Strong understanding of, and commitment to, Girlguiding's mission, vision, strategy and values.
Current demands on, and feelings of, members delivering guiding at a local level
Creating action plans and evaluating their success
Key challenges in relation to membership development and growth
Experience of:
Working as part of a decision-making committee or group
Using evidence to inform decision making
Managing volunteers from a variety of backgrounds to deliver a project, programme or strategy
Adapting and responding to changing circumstances
Working with a diverse group of people from a variety of backgrounds to deliver a project, programme or strategy
Skills:
Chairing meetings or facilitating groups effectively
Strong collaboration, negotiation and influencing skills
Flexible thinking and a problem solver
Demonstrated ability to take initiative, work autonomously, be resourceful and resilient
Ability to work and join meetings remotely using a variety of technology
Personal qualities:
Inspiring and engaging personality
A strong ambassador for Girlguiding Scotland at all times
Demonstrated ability to act with integrity and maintain confidentiality
An active member, aged over 18



What you'll get from this role

You'll have support from your staff partner, the volunteer experience project coordinator and your volunteer line manager, the chair of the operational board. We'll provide training, resources and opportunities to help you succeed in the role. Plus, you'll have access to relevant training opportunities and the chance to participate in external events with other voluntary sector or youth work organisations.

You'll also 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

This is a key role within Girlguiding Scotland and you'll play a significant part in ensuring that members have access to high quality guiding opportunities.

Length of appointment

This role will be for 3 years with the possibility to extend by up to a further two years by mutual agreement.

How to apply

If you want to have an informal chat please get in touch with deputy Scottish chief commissioner Carol, dscbcm@girlguiding-scot.org.uk. To apply for this role please send an email to Cat, cat@girlguiding-scot.org.uk with your full name, membership number, two references and answers to the two questions below. Please make sure to include the role title, lead volunteer for volunteer experience, in the subject of the email.

Q1. Why are you interested in this role? (300 words max)

Q2. What skills and experiences do you have to offer? (300 words max)

Applications from across Scotland are welcomed and the application deadline is 5pm on 10 February 2022.