

**Girlguiding Scotland**

**Lead volunteer for girl experience**

**Role description and information**



**Girlguiding**  
Scotland

[girlguidingscotland.org.uk](http://girlguidingscotland.org.uk)

# Welcome

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

Volunteers are at the heart of Girlguiding – without them, guiding simply wouldn't happen. Our volunteers help us in all sorts of ways, from running and supporting units, through to county roles, to being trustees. Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland and our volunteers are key to achieving this.

We're looking for a Lead volunteer for girl experience. This is a key role for Girlguiding Scotland. With the support of a staff partner, you'll champion the experiences for girls and young women in counties and across Girlguiding Scotland so that they have the opportunity to develop and to take part in fantastic experiences that encourage them to stay in guiding.

This role will also be a member of our operational board. This is the group responsible for designing, coordinating and reporting on the delivery of projects which will help us deliver our strategy.

As the leading charity for girls and young women in Scotland, it is important to us that our operational board includes people with different skills, knowledge and lived experiences, so that they have a broad range of opinions.

We'd really encourage you to think about putting yourself forward for this exciting role. By volunteering at a national level, you will shape projects that impact the lives of thousands of girls across Scotland.

Please take some time to read through the pack to learn more about becoming a Girlguiding Scotland lead volunteer and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

Best wishes,



Elaine Rough

Scottish Chief Commissioner

# The role

As Lead volunteer for girl experience, you will

- Report to the chair of the Operational Board, and partner with the member of staff who is the girl experience project coordinator.
- Be a proactive member of the operational board and contribute to the meetings and the work of the board. This board is chaired by the deputy chief commissioner and is responsible for designing, driving and reporting on the delivery of projects which will help us achieve our strategic goals.
- Recruit and coordinate the work of groups of volunteers with a specialism or interest in girl experience who will deliver time-limited projects such as:
  - Resources for girls such Out and About
  - Events for girls such as Wander the World
- Mobilise and oversee through to delivery agreed projects in accordance with the Girlguiding Scotland operational guidelines and processes.
- Provide volunteer line management for the volunteers who are responsible for areas of work such as:
  - International experience
  - Peer Education
  - Duke of Edinburgh
- Support volunteers at county level to run events and activities for girls, helping them to ensure that as many girls as possible get the best experience from them.
- Provide a link to Girlguiding for all aspects of girl experience and attend any meetings as required.
- Through membership engagement, working with volunteers and staff, ensure that topics related to girl experience are considered in the design and delivery of all new projects.

- Act as a champion for girl experience by contributing to Scottish trainings and events, either personally or by supporting other volunteer teams.

## Induction, training, and support

- All lead volunteers are given an in-depth induction to the work of the operational board. You'll have the opportunity to meet with other lead volunteers and staff members from across the Scottish team.
- We know that for a number of volunteers, this may be the first time that they've held a role like this. You'll have lots of support from your staff partner and deputy Scottish chief commissioner. If you would like, we can arrange for an experienced lead volunteer to be your 'buddy' as you settle into your role and for you to have access to other role-specific training.

## Practicalities

- 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.
- 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.
- There will be instances when additional "sprint" meetings are required to discuss specific topics. These will usually be held via online meeting.
- In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will involve reading the agenda and any papers circulated in advance.
- Expenses for travel & subsistence may be claimed. We can provide the resources that you need to undertake this role.
- 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.

- Most of our lead volunteer roles are for a period of three years with a possible extension, however, we can offer flexibility around the length of term – we realise that some people may not wish to commit to taking on a role for a period of three years.

## 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.

## Your profile

At Girlguiding Scotland, striving to be an inclusive and impactful organisation is at the heart of what we do. We recognise that being a great lead volunteer isn't just about the skills that you can bring to the table, but also the unique perspectives that come from your background and life experiences.

The key skills and attributes that we're looking for in our Lead volunteer for girl experience are:

- Excited to be part of shaping the future and responding to challenges.
- Eager to champion the experiences of girls and young women at Scottish level.
- Experienced in coordinating teams to successfully deliver projects.

- Experienced in planning and delivering events or activities for girls.
- Keen to support our counties to develop their events, activities and resources for girls and young women.
- Able to think of the bigger picture for the benefit of members and potential members across Scotland.
- Approachable and open minded, and able to work with others.
- Committed to [our values](#).

We're for all girls and we want Girlguiding Scotland to be a safe and welcoming space for every person that wants to join us. Our lead volunteers should be as diverse as the girls that we support and inspire which is why we encourage applications from people of all backgrounds. In particular, we would welcome applications from disabled people and individuals from ethnic minority groups.

If you need support to help you apply or need this information in a printed or other format, please let us know in advance so that we can ensure appropriate arrangements are made.

## How to apply

If you would like to have an informal chat, please get in touch with Rachael Graham, Head of operations, ([recruitment@girlguiding-scot.org.uk](mailto:recruitment@girlguiding-scot.org.uk)) who can arrange for you to have a chat with Sarah MacNeil, Deputy Scottish chief commissioner.

To apply, please email [recruitment@girlguiding-scot.org.uk](mailto:recruitment@girlguiding-scot.org.uk) your full name, membership number, and the names and contact information for two referees. These should be current members of Girlguiding, ideally at least one of whom will be from a level above you, for example your local or county commissioner. Please include the role title (Lead volunteer for girl experience) in the subject line of the email.

In addition to providing this information please also answer the two questions below.

Q1. Why are you interested in this role? (350 words max)

Q2. What skills and experiences do you have to offer? (350 words max)