

# **Engagement officer**

**Reports to Head of operations**

**28 hours per week**

**£20–22k (FTE: £25–27.5k) salary per year depending on experience**

**Part time, 2-year fixed term contract**



**Girlguiding**  
Scotland

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

# About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of our amazing volunteers, we are active in every part of Scotland.

We show girls from 4 to 18 a world of possibilities big and small. One where every girl can laugh and learn and be herself.

Girlguiding is what each girl wants it to be. It might be the thrill of doing something for the first time. Songs around a campfire. The buzz of getting a new badge. Coming home exhausted and full of stories. It's a space where she can be herself, get creative, explore, and most of all have fun.

## 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.

## Rainbows

Rainbows welcomes all girls from 4 to 7 years old coming together to play, learn and have tons of fun in a colourful, safe space.

## Brownies

Brownies welcomes all girls from 7 to 10 years old for non-stop fun, learning and adventure.

## Guides

Guides is a relaxed, welcoming space where girls can have fun, learn and be themselves with good friends from 10 to 14 years old.

## Rangers

Rangers is a space where girls from 14 to 18 can get together to have fun, learn more, give back, hang out, and just be themselves.

# The Role

## Overall purpose

- To lead on the delivery of our youth-led advocacy and campaign priorities
- To co-ordinate support for young members who represent us externally
- To help deliver a comprehensive ongoing plan for membership engagement.

## Main areas of responsibility

To work with the head of operations, lead volunteers and other colleagues to:

### Policy and Research

- Maintain knowledge of the policy landscape and identify opportunities for campaigns and public engagement
- Support our research – project managing this area to provide statistical evidence which builds a picture of the lives of girls in Scotland and increases our influence. Also collaborate with Girlguiding on the annual Girls' Attitudes Survey.

### Membership Engagement

- Assist lead volunteer and senior manager to deliver a sustained plan for seeking the views of the membership throughout the year on aspects of the work of Girlguiding Scotland.
- To work with the digital communications officer to ensure that our social media channels are relevant, targeted, up-to-date and on brand.

### Speak Out

- In collaboration with lead volunteers, manage the process for recruitment to our youth voice panel, Speak Out, ensuring it is inclusive. Engage with Speak Out members so they remain active over the 2-year programme.
- Co-design and support delivery of engaging and informative training days and weekends (residential) for panel members ensuring all appropriate safeguarding policies are followed

### Scottish Youth Parliament

- Lead the process for the election of our 2 Members of the Scottish Youth Parliament (MSYPs), ensuring that all election guidance is adhered to and as many girls as possible are encouraged to stand.
- Support MSYPs and the volunteer support worker to attend residential events, including practical aspects ensuring briefing on all motions using Girlguiding Scotland data or member engagement to shape their voting preferences
- Support MSYPs to amplify the Scottish Youth Parliament's annual campaigns.

### Girl Voice

- Support young members to take part in political and media opportunities – working with internal and external stakeholders to ensure that young people's participation is meaningful and inclusive.
- Contribute to the development an alumni programme for all those who have taken part in girl voice activities, to encourage transition into adult volunteering roles.
- Lead on monitoring and evaluation of girl voice projects to ensure continuous improvement.

### **Additional Information**

- To undertake any other duties that may reasonably be required to fulfil the duties of this post.

# Person Specification

<b>Skills</b>	
Comprehensive administrative skills	Essential
Excellent written and verbal communication	Essential
Good interpersonal skills	Essential
Keen attention to detail	Essential
Excellent organisational, time management and prioritisation skills	Essential
Microsoft 365 proficient, including Teams, Outlook, Word, Excel, and PowerPoint	Essential
Working within brand guidelines and writing to a given tone of voice	Essential
Budget management	Desirable
Working with others to plan for events and time limited campaigns	Desirable
Knowledge of the public policy context in Scotland and across the UK, relevant to Girlguiding	Desirable
<b>Experience of...</b>	
Working with young people	Essential
Proof reading	Essential
Mapping of policy to research and organisational objectives	Desirable
Working with volunteers	Desirable
<b>Personal qualities</b>	
Commitment to the values of Girlguiding Scotland	Essential
A confident self-starter who acts on their initiative	Essential

# Employment Details

## Contract type

This is a part-time (28 hours per week), fixed term post.

## Location

At Girlguiding Scotland we have adopted a hybrid work model that supports a blend of in-office and remote working. Staff have the option to work from home up to three days per week. We're based at Girlguiding Scotland HQ, 16 Coates Crescent, Edinburgh EH3 7AH.

## Salary

£20-22k per year depending on experience (FTE £25-27.5k)

Travel expenses will be paid in line with Girlguiding Scotland's travel and subsistence policy. A laptop and any other equipment required, will be provided for business use.

## Working hours

Hours of work will be 28 per week usually worked between Monday and Friday, 9am – 5pm. You will at times be required to work additional hours – including evenings and weekends – for which time off in lieu (TOIL) will be available. Overtime is not paid. We're open to flexible working and so are happy to have a discussion about how these hours are spread across a week.

## Holiday entitlement

28 days paid holiday per annum plus bank holidays (pro-rata).

## Probationary period

The post will be subject to a probationary period of 3 months.

## Notice period

The notice period required by both parties. After successful completion of the probationary period the notice period will be 4 weeks or 1 week for each complete year (up to a maximum of 12 weeks), whichever is greater.

## 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 become a member of the PVG scheme or complete an existing member application. The cost of this will be covered by us.

# How we value our people

## Learning and development

We are committed to supporting our staff through a variety of methods including coaching, e-learning, and individual courses. There is scope to apply to be supported to obtain further qualifications relevant to the role. This is likely to be supported with time and a modest contribution to course fees, repayable to Girlguiding Scotland if you leave before a specified date.

## Flexible working

We are committed to ensuring that our staff have a good work-life balance and we are happy to offer flexibility where possible, whilst balancing business need.

## Contributory pension scheme

In addition to the government's auto enrollment pension, we offer a generous organisational pension, including an employer contribution of 10% of your basic salary.

## Volunteering support

Staff who volunteer within Girlguiding or with other recognised organisations are entitled to five days of paid volunteer leave a year (pro-rata for part time staff).

## 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 our application form here](#), and once complete send it to [recruitment@girlguiding-scot.org.uk](mailto:recruitment@girlguiding-scot.org.uk).

If you would like to have a conversation about the role before applying please call Carolyn Fox McKay, Head of operations on 0131 609 0206.

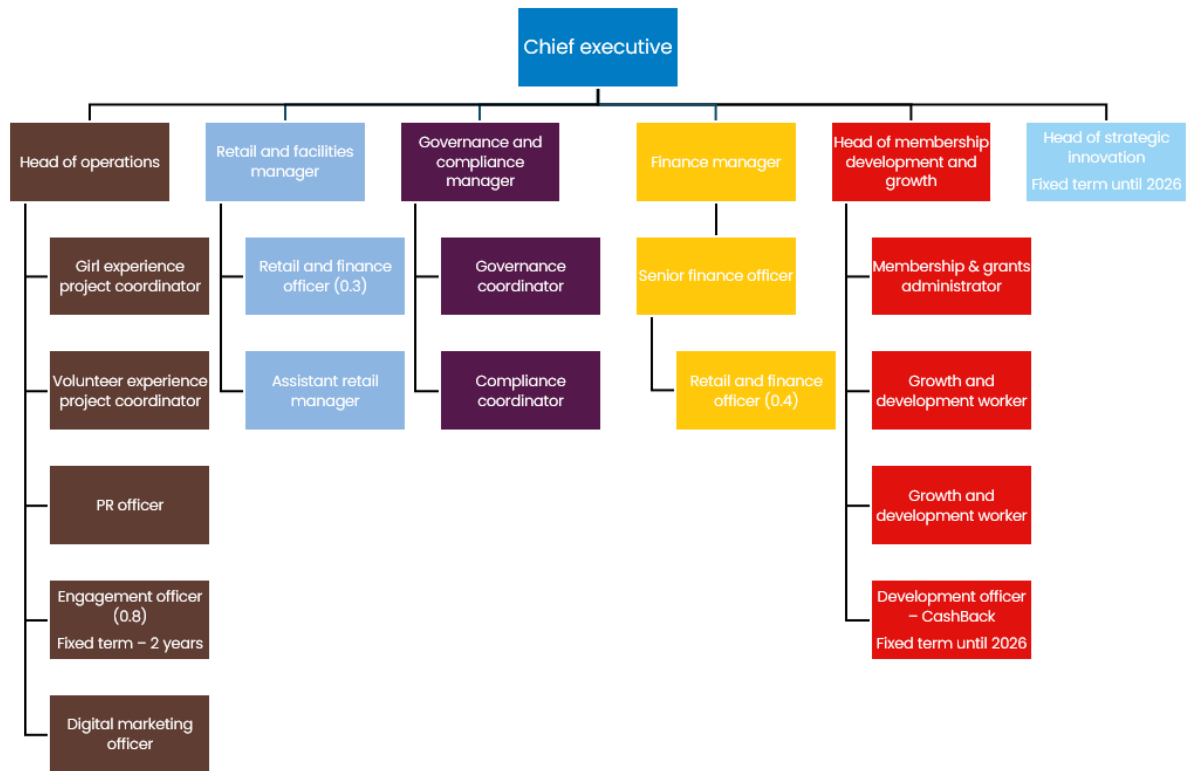
The closing date for applications is 11:59pm on Sunday 29 September. Please note applications received after this date will not be considered. Interviews will be held on Thursday 10 and Friday 11 October

Girlguiding Scotland values inclusivity, so we welcome requests for support or reasonable adjustments during the recruitment process. If you need any support to complete your application or with any other part of the recruitment process then please get in touch on 0131 609 0203 to discuss how we can support you.



# Additional Information

## Our staff structure



## Our governance structure

All groups guided by member interests through the membership engagement activities

