



Governance coordinator

Application pack

£24,000 – 25,500 dependent on experience

35 hours per week

Permanent

Welcome from our CEO



I am so pleased that you are interested in joining our team. This is a really exciting time to join Girlguiding Scotland. With nearly 40,000 young members, and powered by 9,000 volunteers 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.

In 2024/2025, we are excited that our staff team is growing to enable our ambitious strategy to be delivered. You can read more about our strategy on page 4-5 of this application pack.

This year we'll deliver a vibrant offer for members including international adventures, a safari park takeover, and leadership opportunities. For our adult volunteers we're increasing the support available both on and offline. We're continuing to embed new, more agile ways of working to ensure we're giving our members the very best support.

Girlguiding Scotland is committed to promoting diversity, inclusion and equal opportunities. We welcome requests for reasonable adjustments in our recruitment process so if you need help to complete your application please let us know.

For our staff, girls and volunteers, we want Girlguiding Scotland to be a place where everyone is welcome, free to be themselves, and has an equal sense of belonging – whoever they are and wherever they're from. We are committed to employing and supporting a diverse workforce and welcome applicants from all backgrounds. In recognition of this we are accredited with the LGBT Youth Scotland charter at silver level.

After reading the application pack I hope you feel inspired to apply to join us. If we can provide more information or support to help you apply, please contact:

recruitment@girlguiding-scot.org.uk.

Best wishes,

A handwritten signature in black ink that reads "Denise Spence".

Denise Spence
Chief executive



About Girlguiding Scotland

Girls can do anything.

We help every girl discover this for herself, whether she's 4 or 18 or in between. All girls have a home at Girlguiding – whoever they are, and wherever they are. This is a place where she can be herself, get creative, explore, and most of all have fun. Where she'll make special friends and do things she never thought she could.

Girlguiding is what each girl wants it to be. She can choose her own path through our activities and events. It might be giggles in sleeping bags. Songs around a campfire. The buzz of getting a new badge. The sound of thousands of excited girls at their very own music festival. The thrill of doing something for the first time. Coming home exhausted and full of stories and having made new friends.

We help girls think big and be bold. We catch them if they stumble and encourage them to try again. We show them a world of possibilities big and small. We're for girls, with girls, led by girls. We're Girlguiding.

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 – Inspiring

Our sections



Rainbows welcomes all girls from 4-7 years old for play, learning and tonnes of fun in a colourful, safe space



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



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

Our strategy

Shared goals for Girlguiding & Girlguiding Scotland



Exceptional experiences for girls

We want to offer experiences so fun, accessible and empowering that they inspire more girls and volunteers to join than ever before.



Rewarding volunteer experience

We want volunteering to be flexible so it's easier for people to give their time. So, we're going to create opportunities that fit around people's lives.



Inclusive and impactful

We want Girlguiding to have an even bigger impact and influence on local communities and across the UK.



Sustainable and efficient

The best way to do brilliant things, is by getting the basics right. We're going to build strong foundations, including: strong structures and processes; empowering girls to lead the way and; new ways of working.

Girlguiding Scotland's priorities, 2023 – 2028

Recognising the vital role of volunteers in delivering our mission

Enquire

We'll increase our visibility through a range of local and national recruitment and awareness raising activities so more people from a range of backgrounds **enquire** about volunteering with Girlguiding Scotland.

Welcome

We'll support local areas to improve the consistency and quality of the **welcome** new volunteers receive, making it quicker and easier to join Girlguiding Scotland as an adult. We'll also champion flexible approaches to guiding to ensure our offer meets the needs of today's volunteers as well as today's girls.

Stay

We'll deliver unique, high quality girl events that encourage more volunteers to have fun, build friendships and see the difference they make to the lives of girls across Scotland. We'll also celebrate our volunteers' achievements, encouraging them to **stay** in guiding.

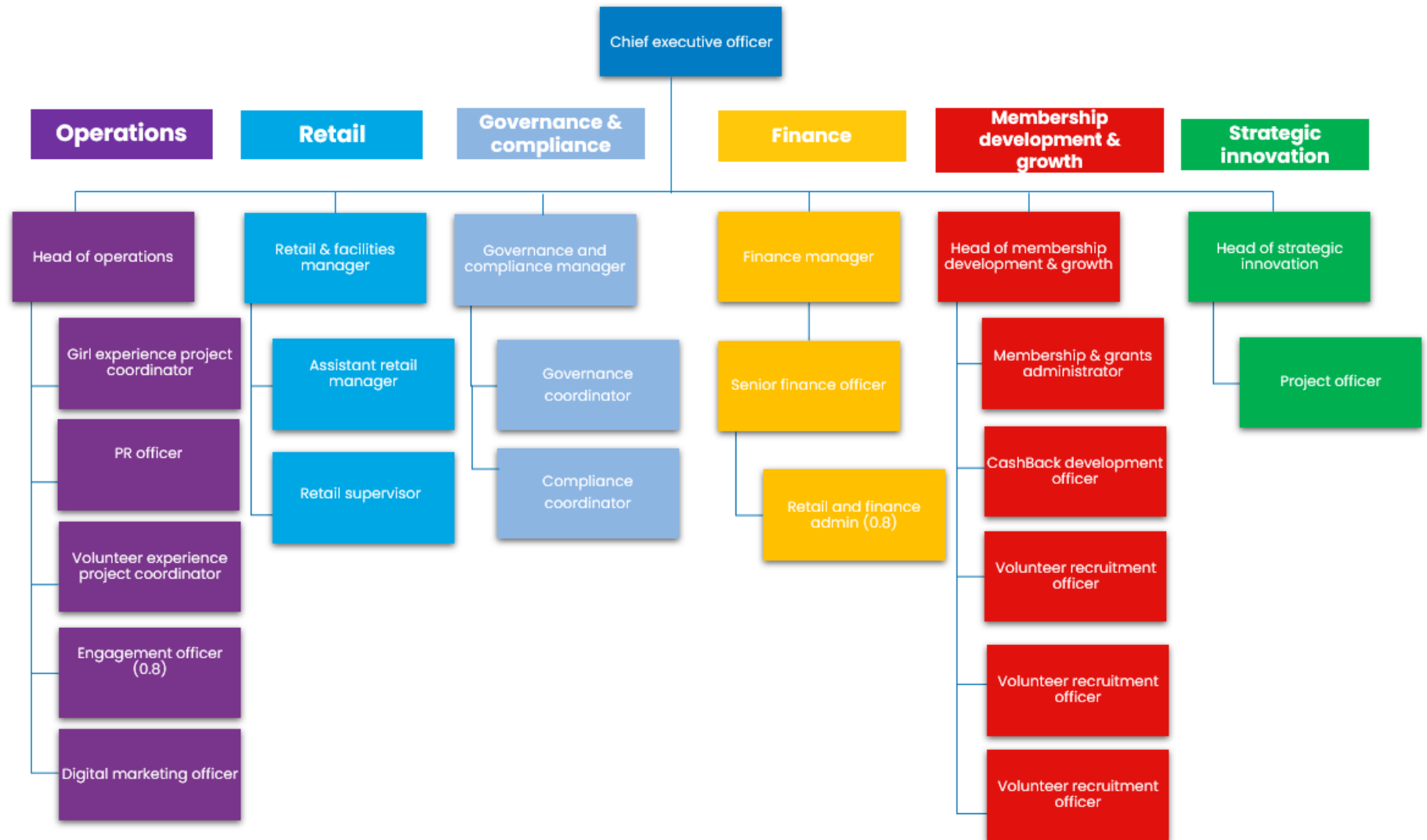
Develop

We'll give all members access to leadership opportunities and training, so they **develop** new skills and gain confidence. Our existing volunteers will develop in their roles and more of our young members will progress to adult volunteering, helping to build our future volunteer workforce.

The Essentials

We'll ensure we're **efficient, compliant** and **well-run**. We'll lead by example and support our counties, districts/ divisions and units to follow charity best practice and meet their responsibilities with regards to Girlguiding policies and procedures, and the law.

Our staff structure



Governance coordinator

Overall purpose

You will help to ensure that Girlguiding Scotland's governance structure is well supported and able to fulfill its charitable obligations. You will also provide administrative support to the Scottish chief commissioner team and chief executive, as well as having the opportunity to build your skills in event management, communication, and good governance.

Main areas of responsibility

Support to Scottish governance

Working in partnership with chairs of boards and committees to provide secretariat support to:

- the operational board
- the appointments committee
- the Girlguiding Scotland consultative group
- the awards committee (working with the admin support volunteer)
- Friends of Girlguiding Scotland (FoGGS) and the archivist's network

This includes drafting agendas, collating, formatting, and proofing papers, minute taking, preparing and updating action logs. You will also be required to prepare for meetings by collating information, liaising with paid and voluntary colleagues across the organisation and conducting research on relevant topics as required.

Support for counties/local guiding

- Support local guiding with effective use of Girlguiding's CRM database

Support for the Scottish chief commissioner and her team

- Administrative support for the recruitment, appointment and onboarding of county commissioners
- Support to deliver county commissioner training and events
- Administrative support for recruitment, onboarding, and induction across Scottish level volunteer roles
- Maintaining accurate records for all appointment holders, including updating the CRM system.
- Coordinating the Scottish Chief Commissioner team shared diary
- Providing administrative support to the Scottish chief commissioner and her team, including diary management

Support for the chief executive

- Provide administrative support to the chief executive, including diary management

General

- Dealing with routine IT issues raised by colleagues
- Dealing with general enquiries by telephone and email
- Managing practical arrangements for meetings taking place online or at SHQ
- Supporting the maintenance of the organisational risk log
- Championing the effective use of SharePoint and Teams across Girlguiding Scotland
- Ensuring that relevant staff guidance documents are up to date
- Providing cover for the governance & compliance manager and the compliance coordinator when they are on leave

Additional information

- You may also be asked to undertake any other tasks that may reasonably be required to fulfil the duties of this post.

Person specification

The below skills, experience and knowledge may have been gained through education, paid employment or in a voluntary role.

Skills	
Comprehensive administrative skills	Essential
Excellent written and verbal communication	Essential
Good interpersonal skills with a high degree of discretion and professionalism	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
Experience of...	
Supporting senior colleagues, including dealing with confidential and sensitive information	Essential
Working with databases and/or CRM systems	Essential
Supporting governance structures, ideally within the third sector	Desirable
Experience of, or interest in Girlguiding	Desirable
Working with volunteers	Desirable
Planning and delivering events	Desirable
Personal qualities	
Commitment to the values of Girlguiding Scotland	Essential
A confident self-starter who acts on their initiative	Essential
Self-motivated and enthusiastic about contributing to the success of the team	Essential
Willingness to embrace new technologies, systems and processes	Essential
Willing and able to work evenings and weekends when required	Essential

Employment details

Contract type

This is a permanent, full-time (35 hours per week) role.

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, although flexibility is required to meet business needs. We're based at Girlguiding Scotland HQ, 16 Coates Crescent, Edinburgh EH3 7AH.

Salary

£24k - £25.5k per year depending on experience

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 35 per week usually worked Monday – Friday, 9am – 5pm. This post requires regular evening and weekend working, for which time off in lieu (TOIL) will be available.

Holiday entitlement

38 days inclusive of bank holidays and office closures

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 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 undertake a level 1 disclosure. 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 support 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 enrolment 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 the [application form on our webpage](#). Please note that we cannot accept applications in any other format.

The closing date for applications is **11.59pm on Sunday 1 June 2025**. Please note applications received after this date will not be considered. We anticipate that interviews will be held during week commencing Monday 9 June.

If you would like to have a conversation about the role before applying, please contact Cat Campbell, governance and compliance manager on 07903 620 895 or email recruitment@girlguiding-scot.org.uk.

Girlguiding Scotland values inclusivity, and so we welcome requests for support or reasonable adjustments during the recruitment process. If you need any support to complete your application then please get in touch to discuss how we can support you.