

Scottish Youth Parliament Volunteer Support Worker

Role description

28 August 2025

Are you looking for a new volunteer role? Are you passionate about youth voice? We're looking for you to support our Members of the Scottish Youth Parliament as they make their voices heard.

1.0 The purpose of the role

As the Support Worker for our Members of the Scottish Youth Parliament (MSYPs), you will work collaboratively to support Girlguiding Scotland's 2 elected MSYPs to perform effectively in their roles. They have been elected by our young members to represent the organisation and speak out about issues impacting girls and young women across Scotland.

The Scottish Youth Parliament (SYP) is the democratically elected voice of Scotland's young people. It's made up of 150 young people aged 14-25 from across Scotland and is a platform for young people to make their voices heard on issues that matter to them.

Any member of Girlguiding Scotland aged 18+ who holds or is working towards their Going Away With qualification for Guides and/or Rangers can do this role.

1.1 Key responsibilities

Take the lead on the following, supported by Girlguiding Scotland staff:

- Liaise with SYP to confirm the attendance of MSYPs at trainings and sittings
- Act as a communication link between SYP and the MSYPs
- Attend occasional support worker trainings and meetings with SYP
- Organise and chair monthly catch ups with MSYPs

- Organise trainings and socials with MSYPs

You'll support Girlguiding Scotland's 2 MSYPs to:

- Attend two annual Sittings of the Scottish Youth Parliament—in person (typically residential) and/or online—plus any additional trainings, as required. Sittings take place at weekends and are rotated throughout the local authority areas across Scotland
- Consult with Girlguiding Scotland members in person, online or using another method
- Bring forward motions to Girlguiding Scotland to be agreed ahead of sittings
- Support and encourage MSYPs to participate in discussions at SYP sittings.

Support Girlguiding Scotland staff to:

- Complete and submit the relevant paperwork for each event (e.g. REN, risk assessment etc.) and ensure that all consent and health forms are completed and returned to Girlguiding Scotland
- Book accommodation and travel for MSYPs where required
- Liaise with other support workers to ensure MSYPs travelling to sittings or trainings are accompanied
- Brief the MSYPs regarding motions and Girlguiding policy positions ahead of the sittings.
- Run elections for MSYPs including supporting candidates, running hustings, and encouraging members to vote – once during your term.

Work with the lead volunteer for girl voice to:

- Gather and review feedback to contribute to programme evaluation
- Attend quarterly GV and 1:1 meetings.

1.2 Skills and experience needed for the role

- Be a member of Girlguiding Scotland, aged 18+
- It is essential that you hold up to date first aid and safer guiding qualifications
- It is essential that you hold, or are working towards, your going away with qualification
- Be enthusiastic about the importance of youth engagement and advocacy
- Be able to communicate with various volunteers and staff teams
- Be able to work independently and as part of a team
- To be open, approachable and supportive towards the needs of MSYPs
- Be able to handle difficult conversations with tact and empathy
- Be empathetic and able to adapt to the needs of different young people

1.3 Induction, training, and support

- All volunteers are given an in-depth induction into their role
- This role will receive ongoing staff support from the engagement officer and volunteer line manager support from the lead volunteer for girl voice
- Expenses for travel & subsistence may be claimed for any reasonable costs required to complete your role in line with the Girlguiding Scotland expenses policy

1.4 As part of this role, you will need to:

The time commitment for this role will vary depending on what stage the project is at, but it should be an average of 4-6 hours per month.

- Plan and deliver a monthly call with MSYPs – 1hr per month
- Attend quarterly 1:1 with Lead Volunteer for Girl Voice – 0.5hrs per quarter

- Attend quarterly Girl Voice Team meeting – 1hr per quarter
- Attend two annual Sittings of the Scottish Youth Parliament – 2 weekends per year, plus 4 hours of prep/debrief time
- Support the Engagement Officer with SYP work in between meetings, such as supporting MSYPs to take up campaigning opportunities – 2hrs per month
- Attend other ad hoc meetings that require your attendance

This role will be appointed by the lead volunteer for girl voice, and is for an initial term running until the 2028 Scottish Youth Parliament Election, with the possibility to extend by up to a further two years by mutual agreement.

1.5 How to apply for this role:

If you are interested in applying for the role, please send your full name, membership number, the details for 2 referees and the answers to the following questions to emily@girlguiding-scot.org.uk.

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

Q2. What skills and experiences do you have to offer, what makes you a good fit? (500 words max)

If you have any questions about this role, please contact Katie Horsburgh, our lead volunteer for girl voice, on katie@girlguiding-scot.org.uk.

Applications from across Scotland are welcomed and the closing date is 11.59pm Sunday 28 September 2025.