



Volunteer Recruitment Officer Application pack

£27,000 – £29,000 dependent on experience

35 hours per week

3 year fixed-term contract

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 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 2025, we are excited to 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.

For example, this year we have delivered a vibrant offer for members including international adventures and this autumn we will have an exciting safari park takeover, and major leadership conference. 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.

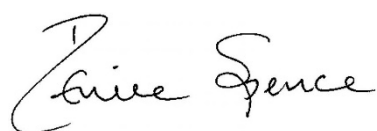
Girlguiding Scotland is committed to promoting diversity, inclusion and equal opportunities. We welcome requests for reasonable adjustments in our recruitment process so if you need help to complete your application in an alternate format please let us know.

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.

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,



Denise Spence CBE
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.

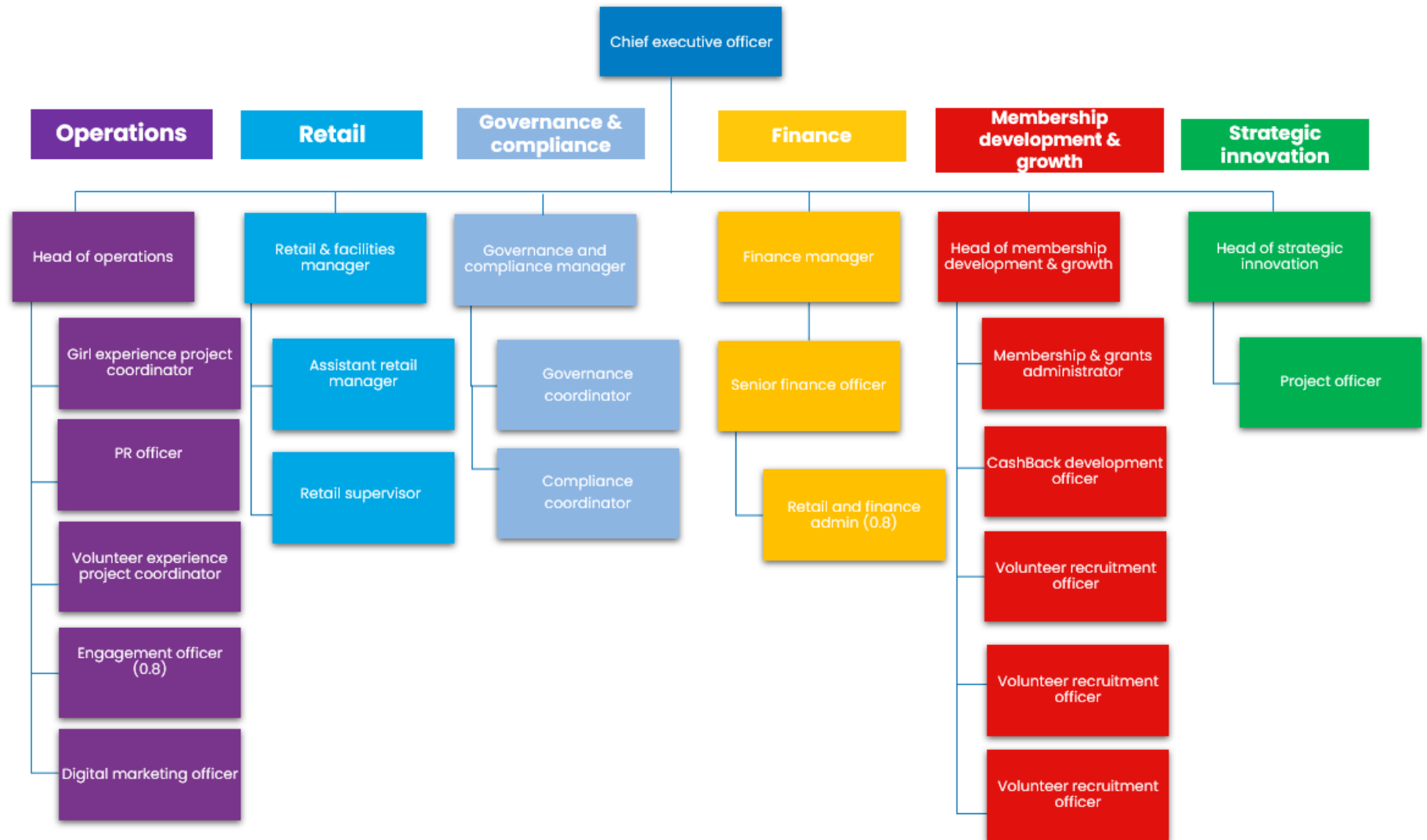
Develop

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



Volunteer Recruitment Officer

Overall purpose

In this role, you will play a key part in transforming how we advertise volunteering opportunities, work with external partners and welcome more volunteers into guiding.

As one of a team of volunteer recruitment officers you will work with the head of membership development and growth and existing guiding volunteers from across Scotland to identify opportunities to improve how we recruit and welcome new volunteers.

You will also help deliver tailored recruitment and welcome plans in local communities across Scotland. You will use data and local insight to identify geographic areas most in need of additional volunteers. You'll build relationships with existing volunteers in these areas and deliver volunteer recruitment and welcome events (in person and online).

You'll make links with relevant external stakeholders and support local and national working groups. By developing new training materials and support resources, you'll also build the knowledge and skills of existing volunteers.

Main areas of responsibility

Support local recruitment and welcome activity

- Use membership data, local knowledge and relevant external sources to identify geographic areas most in need of additional volunteers
- Persuade existing volunteer teams within identified target areas of the value of working with a recruitment officer.
- Provide tailored support to local volunteer teams to help them develop evidence-based recruitment plans
- Build and maintain effective relationships with community-based stakeholders that can support volunteer recruitment (e.g. schools, colleges and universities; volunteer centres; job centres; corporate partners, etc)
- Identify opportunities to inspire volunteers of different abilities, backgrounds and ages to get involved with Girlguiding
- Deliver a range of volunteer recruitment initiatives based on local need (including promotional talks, recruitment stalls and social media posts)
- Support local teams to identify opportunities to improve the welcome that new volunteers receive and speed up progress through our recruitment and vetting process
- Provide time-limited admin support to help clear backlogs of volunteer enquiries in supported areas

- Provide support with local ID verification processes to help new volunteers complete disclosure checks in a timely manner

Support national recruitment and welcome activity

- Support the lead volunteer for membership development and growth to deliver our Getting Started with Girlguiding Scotland online info sessions for prospective volunteers

Facilitate best practice sharing

- Support the lead volunteer for membership development and growth to deliver our regular, online Getting Started with Girlguiding Scotland info sessions for prospective volunteers
- Develop and deliver new training, good practice guidance, templates and other resources to support current volunteers to be more effective in how they recruit and welcome new volunteers

Monitoring and evaluation

- Ensure each phase of work in a targeted geographic area is appropriately evaluated with input from local volunteers
- Maintain accurate records of recruitment activity and use these to populate monthly and quarterly reports, identifying relevant learnings and impacts as the work progresses

Additional information

- You may also be asked to undertake any other tasks that may reasonably be required to fulfil the duties of this post.
- You will be required to travel across Scotland and/or to attend meetings or events in the evenings and weekends. Overtime is not paid, but TOIL (Time Off in Lieu) is given.

Person specification

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

Skills	Essential or desirable
Ability to use Microsoft Office packages confidently and competently (Excel, PowerPoint, Word and Outlook)	Essential
Ability to be proactive, use initiative and work independently	Essential
Excellent planning and organisational skills	Essential
Strong skills in analysing problems to identify areas for improvement and working collaboratively to develop solutions	Essential
Confident working with data to inform planning and decision-making, particularly around the value and impact of volunteer recruitment activity	Essential
Driving licence and access to own vehicle	Desirable
Experience	Text
Track record of having successfully delivered a range of volunteer recruitment initiatives	Essential
Experience of building effective relationships with relevant stakeholders – see supplementary note *	Essential
Experience of creating plans with long-term goals and of delivering projects with multiple stakeholders	Essential
Experience of creating and/or delivering training or resources connected to volunteer recruitment and/or welcome	Desirable
Experience of using social media in a professional context	Essential
Knowledge	
Good understanding and knowledge of volunteering innovation, best practice and sector trends	Essential
Sound understanding of the benefits of volunteering to the individual and for organisations	Essential
Knowledge of a range of evaluation methods that could be used to show impact of volunteer recruitment activity	Desirable

Personal qualities	Essential or desirable
Commitment to the mission and values of Girlguiding	Essential
Excellent interpersonal skills with proven ability to work within and across teams, influencing decision-making, challenging ideas and building strong collaborative working relationships	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 travel to meet with volunteers and deliver in person recruitment and welcome activities (including overnight stays where required)	Essential
Willing and able to work evenings and weekends when required	Essential

***Supplementary note**

We're looking to build a Scotland-wide team of volunteer recruitment officers that will be able to provide geographic coverage as well as contributing a range of different skills and experience. We're particularly keen to hear from people who live outside of the Scottish central belt and/or who have experience of at least one or more of the below so please use your supporting statement to highlight the experience you would bring to the team.

- Working with job centres, return to work programmes or other employability initiatives to promote the benefits of volunteering
- Volunteer recruitment in rural or marginalised communities
- Recruiting parent volunteers e.g. to support youth clubs, sports clubs, etc
- Supporting young people (aged 16+) to volunteer

Employment details

Contract type

This is a 3-year fixed term, full-time (35 hours a week) contract.

Location

This is a home-based role. There will be a requirement for extensive travel throughout Scotland (including at evenings and weekends with occasional overnight stays) to visit volunteers, external partners and take part in project-related activities.

You will also be required to participate in monthly in-person staff meetings, plus additional ad hoc project meetings and staff trainings at Girlguiding Scotland Headquarters, 16 Coates Crescent, Edinburgh, EH3 7AH.

Salary

£27,000 – £29,000 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

The core hours are 35 hours per week. There is flexibility in the working pattern and specific working hours can be negotiated with your line manager. Regular evening and weekend work will be required.

You will at times be required to work additional hours – including evenings and weekends – for which time off in lieu (TOIL) will be given. Overtime is not paid.

Holiday entitlement

38 days inclusive of bank holidays and office closures

Probationary period

The post will be subject to a probationary period of 6 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 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 include 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.

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](#) and return it to recruitment@girlguiding-scot.org.uk.

The closing date for applications is **5pm on 12 September 2025**. Please note applications received after this date will not be considered.

If you would like to have a conversation about the role before applying, please contact Louise Henderson, head of membership development and growth on 07984245387 or email recruitment@girlguiding-scot.org.uk.

We anticipate that interviews will take place week commencing **29 September 2025** at our headquarters in Edinburgh.

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.