



Project coordinator (camp)

Application pack

21 hours per week, 12 months fixed term

£27,500 per year, pro rata

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 2024/2025, 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 pp 4-5 of this application pack.

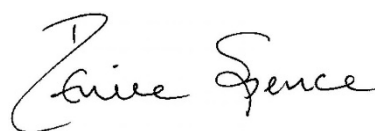
We'll deliver a vibrant offer for members including international adventures, a safari park takeover, and leadership opportunities. For our adult volunteers we're increasing the support available both on and offline. We're continuing to embed new, more agile ways of working to ensure we're giving our 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 in an alternate format please let us know. We encourage you to contact us on the below email address to discuss your needs.

For our staff, girls and volunteers, we want Girlguiding Scotland to be a place where everyone is welcome, is 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
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.

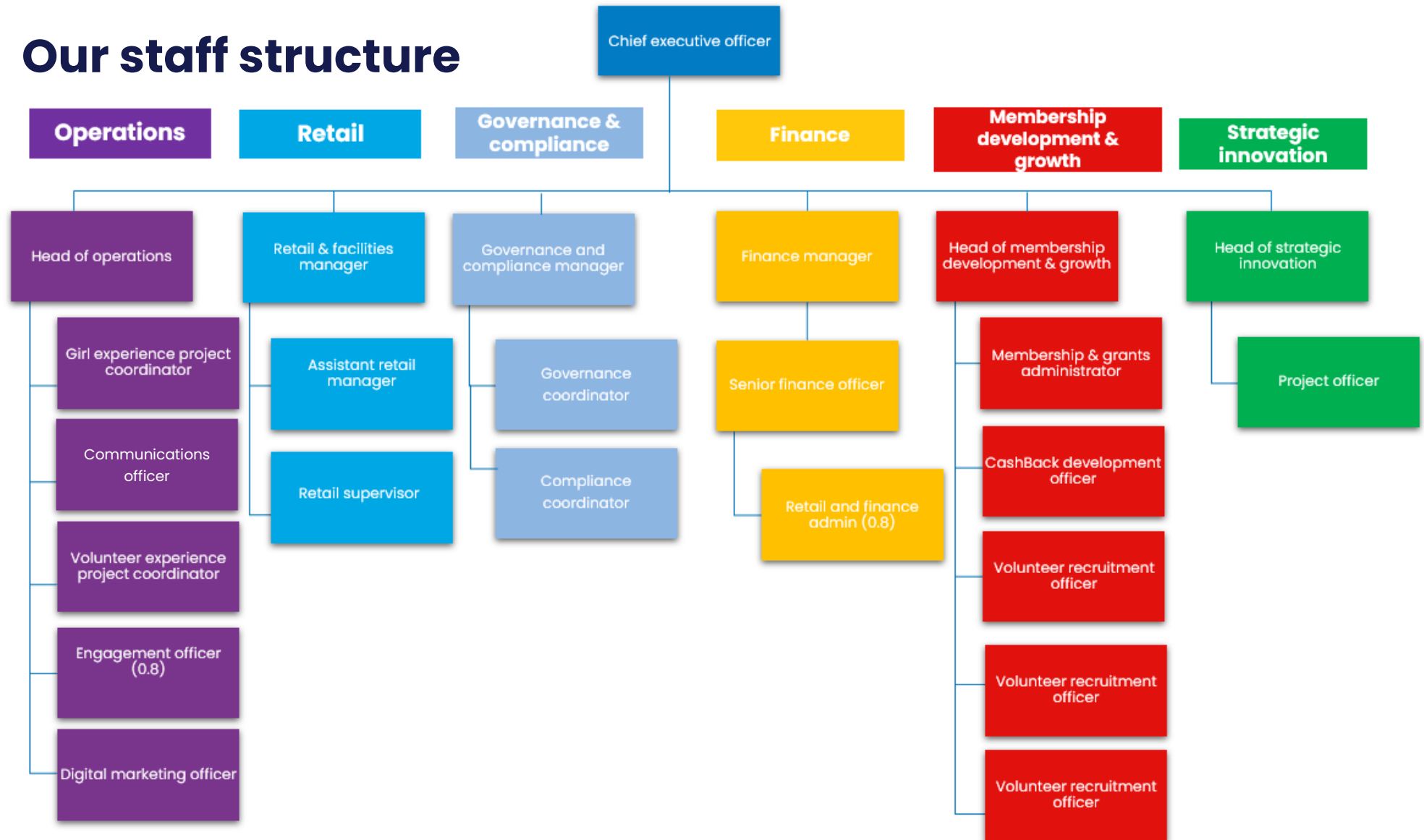
Develop

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



Project coordinator job description

Overall purpose

This role is central to the successful planning of a proposed large-scale Scottish camp in 2027. You will work in close partnership with our lead volunteers to provide professional support across the project. This flagship national camp aims to give girls aged 10 to 18 years an unbeatable adventurous experience, where the programme has been co-designed by them.

The role will be subject to review after 12 months and, if both parties agree, may be extended to end of 2027 to allow support with the delivery and evaluation of the event. The role description describes the responsibilities associated with the whole event cycle.

Phase 1 proposal

You will work intensively in partnership with lead volunteers to:

- To contribute to the proposal for securing board approval for this event to take place
- To provide support for the camp lead volunteers in aspects of researching and writing up the proposal
- To help produce the final presentation for decision

Phase 2: Project planning

Working in partnership with the lead volunteers to:

- Set up a project office as the administrative base for the event
- Coordinate the scheduling and record keeping involved with the governance of the event
- Use project planning tools shared with the lead volunteers to track progress, manage timelines, and ensure accountability across all teams
- Support with the recruitment of volunteer teams required to deliver the event

- Provide support for the programme element to be co-designed with guide members
- Coordinate contract preparations for aspects of site management, accommodation, catering, transport, and health & safety
- Support volunteers in developing plans for detailed risk assessments around safeguarding, inclusion and children's rights
- Assist with the development of a communications timeline for the whole event
- Research and set up website hub/booking system for the event

Volunteer partnership

- Build strong working relationships with lead volunteers, supporting them to lead planning groups and delegate tasks effectively

Budget and finance

- Monitor and manage detailed budgets in collaboration with the head of operations and lead volunteers
- Ensure financial processes are followed and spending is tracked accurately

Member engagement

- Contribute to activities that seek and incorporate girls' views into the camp design and delivery
- Work with lead volunteers to enable member engagement in co designing the programme for the camp
- Ensure the camp reflects the diversity and interests of Girlguiding Scotland's membership

Communications and promotion

- Work with the communications team to design the website and booking user journey
- Work with the communications team to design a communications plan to effectively promote ticket sales
- Ensure clear and timely communication with participants, parents/carers, volunteers, and staff

Partnerships and collaboration

- Research and develop external partnerships to enhance the camp experience and to provide financial support to the camp and/or individual participants

Monitoring and evaluation

- Assist with designing camp evaluation framework to ensure we can assess the camp's impact
- Produce reports and insights to inform future large-scale events

Additional Information

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

Person Specification

Skills	
Excellent written skills with the ability to tailor for various audiences	Essential
Excellent organisational and time management skills	Essential
Ability to work collaboratively and build positive relationships with volunteers and staff	Essential
Ability to manage multiple priorities and meet deadlines under pressure	Essential
Confident in facilitating meetings and managing follow-up actions	Essential
Able to write clear reports, minutes, and communications	Essential
Microsoft 365 proficient, including Teams, Outlook, Word, Excel, and PowerPoint	Essential
Qualitative and quantitative data analysis	Desirable
Experience of...	
Coordinating large-scale events or projects	Essential
Working in partnership with volunteers or in a volunteer-led organisation	Essential
Managing or tracking budgets	Desirable
Working with young people or youth programmes	Desirable
Delivering residential or outdoor events	Desirable
Digital platforms for event registration, communication	Desirable
Demonstrable experience of engaging and working with colleagues from different teams	Essential
Gathering people's opinions through surveys, focus groups and co-production methods	Desirable
Personal qualities	
Commitment to the values of Girlguiding Scotland	Essential
A confident self-starter who acts on their initiative	Essential
Self-awareness and empathy	Essential
Willingness to travel and work occasional evenings/weekends	Essential
Enthusiastic about working in a volunteer partnership	Essential

Employment details

Contract type

This is a part-time (21 hours per week), fixed-term post for 12 months. The post holder 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 are happy to have a discussion about how this post can work for you.

Location

Here at Girlguiding Scotland we have adopted a hybrid work model that supports a blend of in-office and remote working, with our usual office days on Tuesday and Wednesdays. We're based at Girlguiding Scotland HQ, 16 Coates Crescent, Edinburgh EH3 7AH.

Salary

£27,500 per annum, pro rata

Holiday entitlement

28 days' paid holiday per annum, pro rata plus bank holidays

Probationary period

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

Notice period

The notice period required by both parties during the probationary period is 1 week. 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 undertake appropriate criminal record checks.

How we value our people

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e learning, shadowing and individual courses.

Flexible working

We are committed to ensuring that our staff has a good work-life balance and offer a flexible working environment. This can be discussed with your line manager on an individual basis.

Contributory pension scheme

In addition to the government's auto enrolment pension, we offer a generous organisational pension.

Volunteering support

Staff who volunteer with Girlguiding or other organisations are entitled to 5 days of paid volunteer leave a year pro rata.

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.

How to apply

Please complete our application form:

<https://www.surveymonkey.com/r/S6HX33F>

If you would like to have a conversation about the role before applying please call Carolyn Fox McKay on 0131 226 4511

The closing date for applications is **11:59pm 1 October 2025**. Please note

applications received after this date will not be considered.

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.