

Girlguiding Scotland

Appointments committee member

Role description and information



girlguidingscotland.org.uk

Welcome

Thank you for your interest in applying for this volunteer role.

Volunteers are at the heart of Girlguiding – without you, guiding simply wouldn't happen. Our volunteers help us in all sorts of ways, from running and supporting units, through to county roles, to being trustees. Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland and our volunteers are key to achieving this.

We're looking for a member to join the appointments committee. The committee is responsible for setting and leading on recruitment processes for trustees and other key Scottish level volunteers, and ensuring processes are in place for the induction, development and reviewing the performance of senior volunteers.

We are particularly looking for someone with experience of one or more of the areas below. This may be from a paid or voluntary role, or lived experience.

- Volunteer recruitment and management
- HR
- Learning and development
- Equity, diversity and inclusion

As the leading charity for girls and young women in Scotland, it is important to us that our committees include people with different skills, knowledge and lived experiences, so that they have a broad range of opinions. We particularly welcome applications from people with disabilities, individuals from ethnic minority groups and people aged 18 – 30 years old.

We'd really encourage you to think about putting yourself forward for this exciting role. By volunteering at a national level, you'll ensure that Girlguiding Scotland's work will impact the lives of thousands of girls across Scotland.

Please take some time to read through the pack to learn more about becoming a member of the Girlguiding Scotland appointments committee and the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

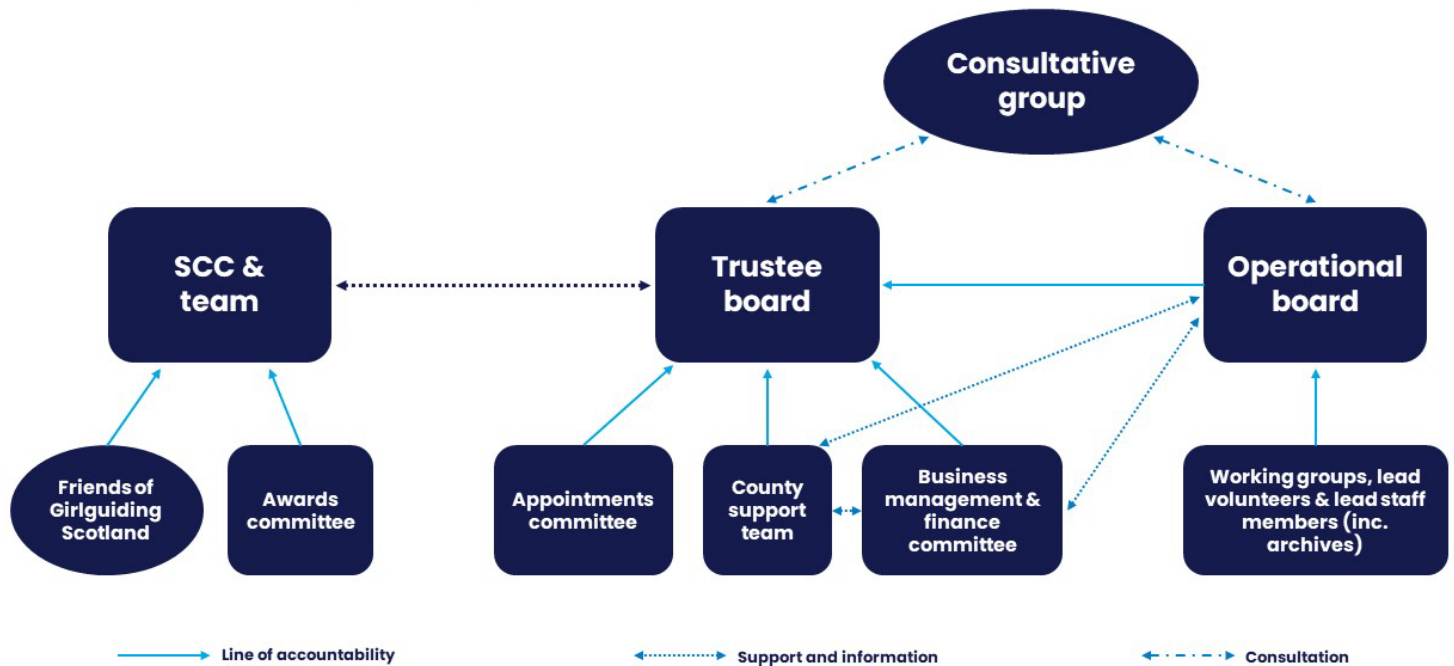
Best wishes,



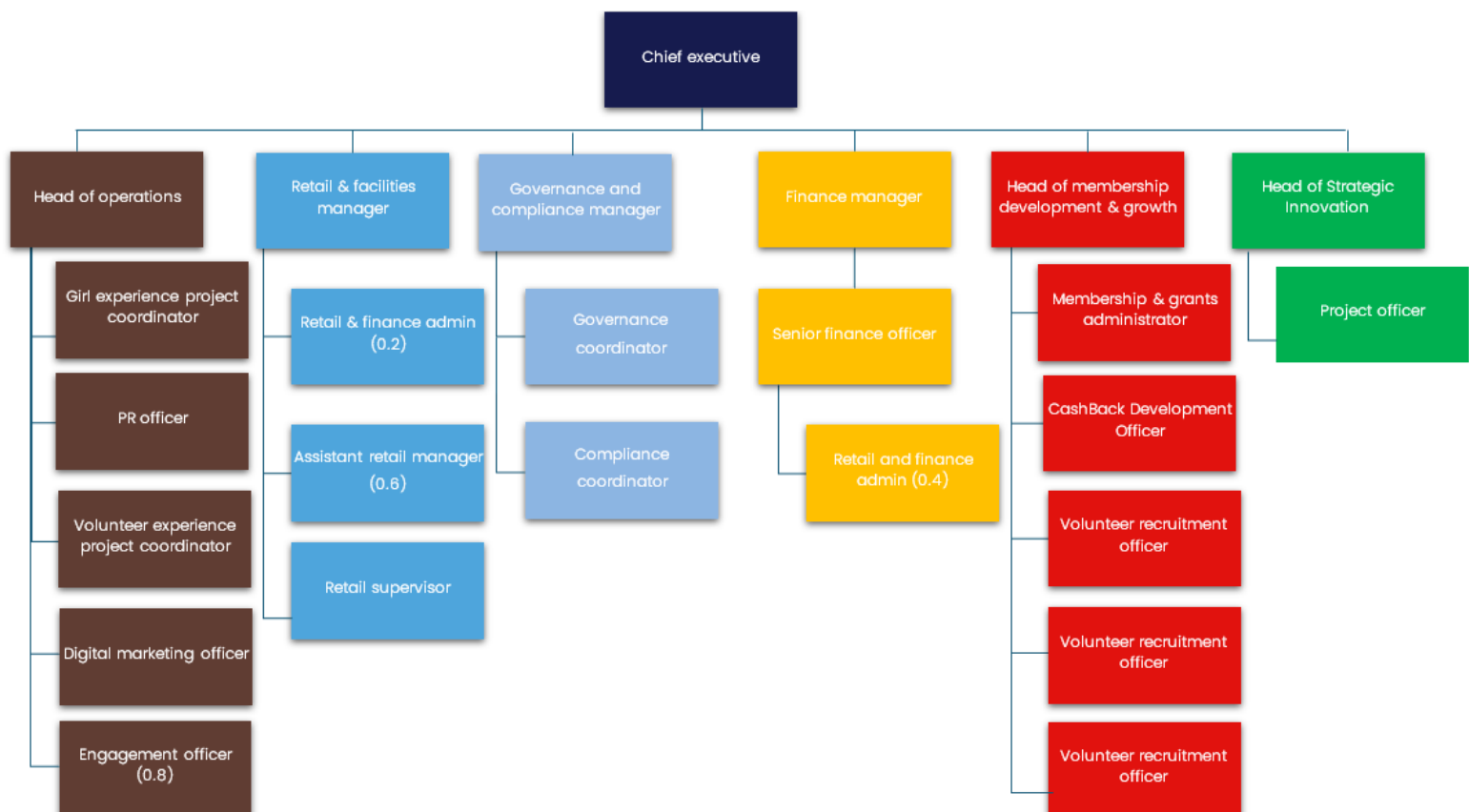
Elaine Rough
Scottish Chief Commissioner

Our governance structure

All groups guided by member interests through the membership engagement activities



Our staff structure



The role

As a member of the appointments committee, you will contribute to shaping the future profile of volunteers recruited for roles at the national level, including trustees and other key roles, as well as ensuring processes are in place for induction, development and review of the performance of the trustee board and its members.

Responsibilities

You will need to set aside time to prepare for meetings by reviewing papers and carrying out further research as requested. You may be involved in recruitment processes for senior volunteer roles (for example, being part of a recruitment panel to shortlist and meet with candidates for trustee roles) and for supporting other volunteers to recruit.

The practicalities

- You must be an existing member of Girlguiding Scotland and be able to commit to a series of regular meetings during evenings – meetings are generally held online and take place at least 4 times per year.
- There may be instances when additional meetings are required to discuss specific topics.
- There may be tasks you are asked to undertake as a committee member, linked to your experience and skills, for example, supporting others to recruit volunteers.
- This role is for a period of 3 years with the possibility of an extension of up to 2 years.

Reporting and accountability

You will report to the Scottish chief commissioner (who is the chair of the appointments committee) and work closely with other members of the committee, as well as other volunteers and staff.

Induction, training and support

- All of our volunteers are given an in-depth induction to the work of the organisation and introductions to other volunteers and staff members. Participation in the induction programme is a necessary part of taking on this role.

- Training will be provided to ensure that all volunteers are able to fulfil their roles and responsibilities.
- We will continue to provide support and development opportunities throughout your time in the role.

Principles of working together

Underpinning the ways of working together is the principle that all people and groups in Girlguiding are part of one team. This means that:

- We are inclusive – we work together to create an environment where everyone feels an equal sense of belonging and is free to be themselves – whoever they are and wherever they're from. We value and celebrate difference and represent the diversity of the communities we seek to serve.
- We're open and collaborative – we uphold the principle of co-production so that everything we do is designed and delivered with users – whether volunteers, girls or wider society. All key stakeholders are identified and informed or involved from the start of any piece of work so together we achieve the best possible outcomes in the most efficient way.
- We put girls at the centre – we are ambitious on behalf of our girls, young women and volunteers and challenge every activity that doesn't support the Girlguiding mission. Regardless of role, function or level, all members of our team focus on the common good, and how we can best use our collective resources to deliver what girls tell us they want and need.

Your profile

At Girlguiding Scotland, striving to be an inclusive and impactful organisation is at the heart of what we do. We recognise that being a great volunteer isn't just about the skills that you can bring to the table, but also the unique perspectives that come from your background and life experiences.

The key skills and attributes that we're looking for in a member of the appointments committee:

- Confidence to speak up and ensure your views are heard
- Capacity to be proactive in researching views, reviewing papers
- Excited to be part of shaping the future and responding to challenges
- Approachable, open minded and flexible
- Committed to [our values](#)
- Experience in one or more of the following areas:

- Volunteer recruitment and management
- HR
- Learning and development
- Equity, diversity and inclusion

We're for all girls and we want Girlguiding Scotland to be a safe and welcoming space for every person that wants to join us. Our volunteers should be as diverse as the girls that we support and inspire which is why we encourage applications from people of all backgrounds. In particular, we would welcome applications from people with disabilities, individuals from ethnic minority groups and people aged 18 – 30 years old.

If you need support to help you apply, or need this information in a printed or other format, please let us know in advance so that we can ensure appropriate arrangements are made.

What you'll gain from this role

You'll have access to relevant training opportunities. You'll also have a chance to develop your transferable skills through:

- Being part of a committee, contributing to meetings and working with passionate and committed volunteers and staff.
- Being involved in supporting the delivery of the strategy for the largest member organisation for girls and young women in Scotland.
- Being involved in the development and delivery of volunteer recruitment and management practices.

How to apply

If you want to have an informal chat about the role, please get in touch with Erin John on erin@girlguiding-scot.org.uk who can arrange for you to speak with Alison McLaughlin, assistant Scottish chief commissioner or Denise Spence, chief executive.

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 yourself or via a supporter on 0131 609 0203 or via email (above) to discuss how we can support you.

To apply please email erin@girlguiding-scot.org.uk with your full name, membership number, and the names and contact information for 2 referees.

(Your referees should also be current members of guiding, one of whom should be from a level above you, for example your local or county commissioner.)

In addition to providing this information please also answer the 2 questions below.

Q1. Why are you interested in this role? (500 words max)

Q2. What knowledge, skills and experiences can you bring to the role? (500 words max)

Please include the role title (member of the appointments committee) in the subject line of the email.

The deadline for applications is **Sunday 12 October 2025 at 11.59pm.**

Please note that as part of the recruitment process, we will look at your GO record to check role history, training, qualifications, and awards.

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.