

Girlguiding Scotland

Scottish awards committee chair

Role description and information



Girlguiding
Scotland

girlguidingscotland.org.uk

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.

Welcome

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

Volunteers are at the heart of Girlguiding – all our units are powered by them! 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 new chair of our awards committee. The committee are responsible for promoting a culture of thanks and recognition for volunteer across Scotland.

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'd really encourage you to think about putting yourself forward for this exciting role. By volunteering as chair of the awards committee, you will help to ensure that volunteers in Scotland are thanked and their contributions celebrated.

Please take some time to read through the pack to learn more about the role of awards committee chair and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

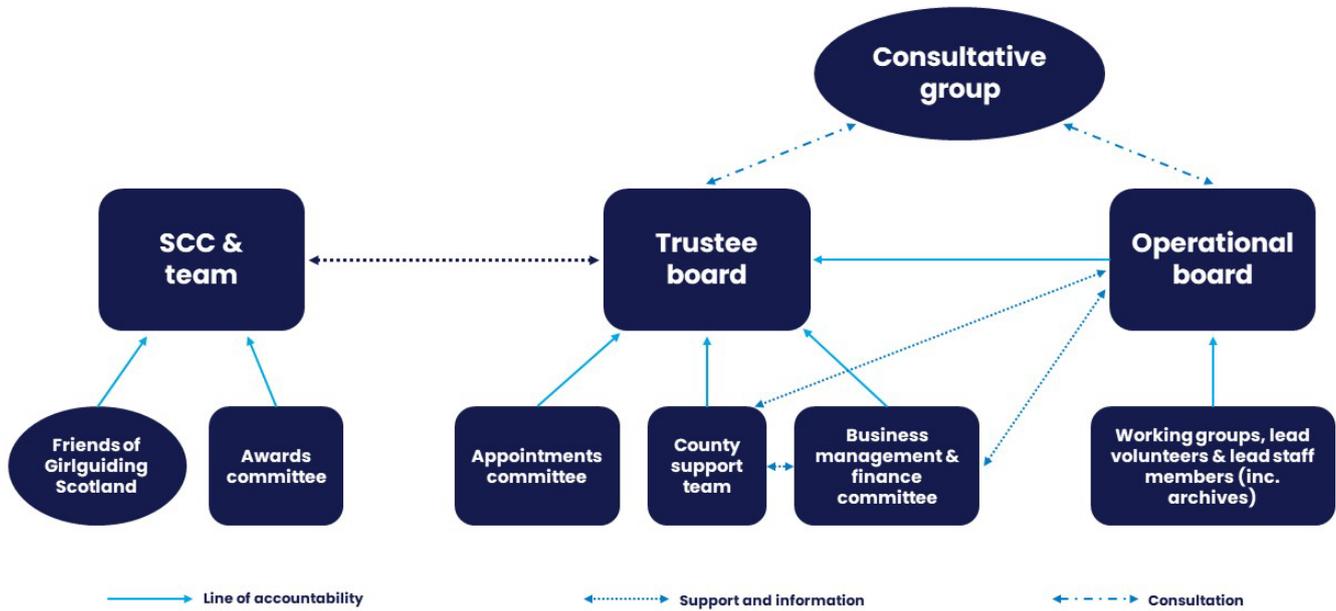
Best wishes,



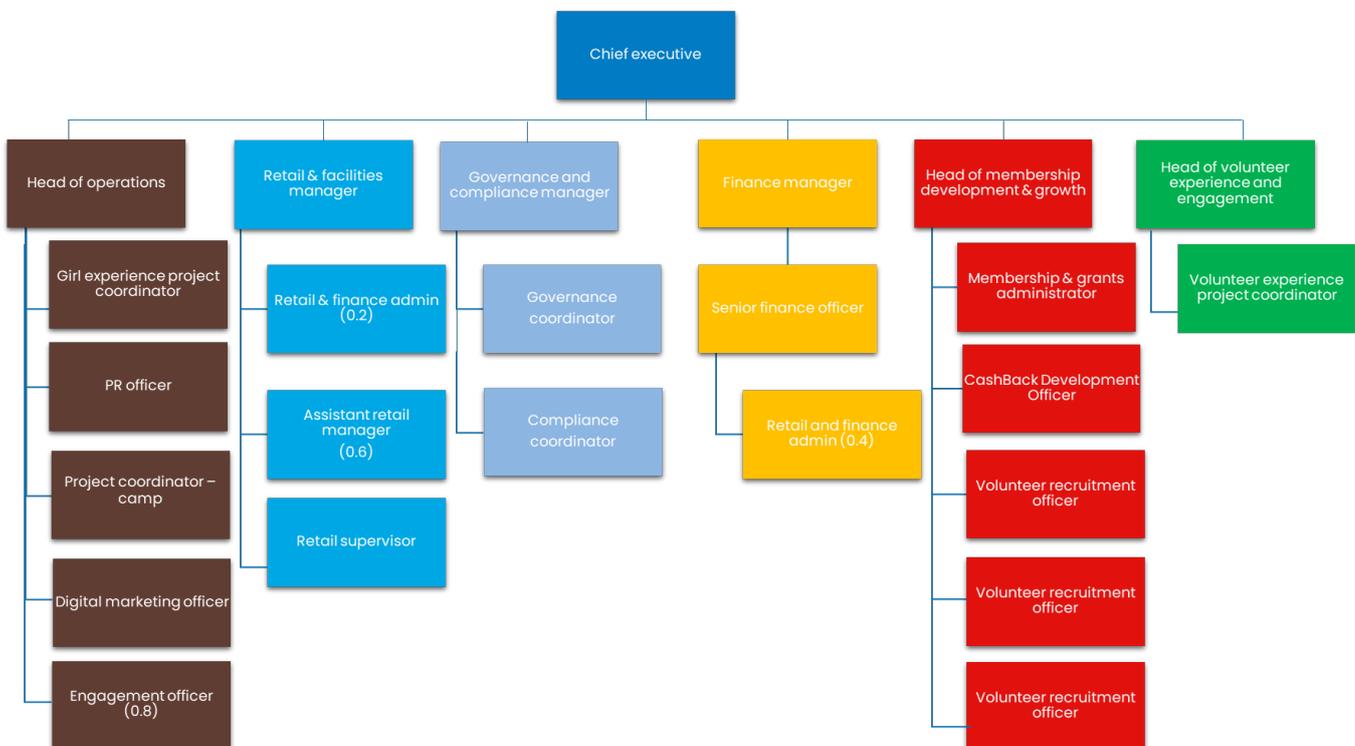
Elaine Rough
Scottish chief commissioner

Our governance structure

All groups guided by member interests through the membership engagement activities



Our staff structure December 2025



The role

The members of the Scottish awards committee are responsible for promoting a culture of thanks and recognition for volunteers across Scotland. We are looking for a new chair for the committee. The Scottish awards committee, which focuses on promoting all Girlguiding and Girlguiding Scotland awards, and encouraging members at all levels to make nominations is led by the chair of the committee. This role will be supported by other members of the committee and staff at Girlguiding Scotland.

Responsibilities

- The committee meets at least 3 times a year (usually one of these is face to face and the others are online)
- Receive and consider applications for Girlguiding Scotland awards
- Make recommendations to the Girlguiding awards committee
- Help to increase the number of applications to recognise achievements of members
- Provide support to the other volunteer members of the committee to enable them to proactively help members in counties identify suitable nominees, and write nominations
- Develop a suite of templates demonstrating good practice for counties to use to draft their submissions
- Ensure tailored support is available from within the committee to support drafting of applications for national honours
- Provide ad hoc support to counties who may develop a county award to recognise voluntary contribution
- Be prepared to review Growing Guiding award nominations outside of the usual awards committee meetings
- Provide timely feedback to successful and unsuccessful nominators
- Work with staff to ensure that award brooches and certificates are sent out, and that successful awards are recorded on GO
- To support the Scottish Chief Commissioner in organising ad hoc events to celebrate the contribution of volunteers
- To liaise with Girlguiding staff and volunteers as required
- Attend a meeting once a year in London with Girlguiding, and awards committee chairs from other countries and regions
- Ensure that all applications and member data is treated confidentially, and in line with the data protection policy and procedures

Induction, training, and support

All volunteers are given an in-depth induction to the work of Girlguiding Scotland and to their role. We will introduce you to committee members, other volunteers, and staff members.

What you will get from this role

- The role is crucial in supporting Girlguiding Scotland to foster a culture of thanks and recognition
- Experience working alongside a team of passionate and committed volunteers and staff
- You'll enhance your time-management, leadership and communication skills among others
- The opportunity to meet other members across Scotland
- Have the opportunity to support and develop other volunteers and gain experience in chairing meetings and leading a team.

Practicalities

- The awards committee meets at least 3 times per year.
- We are happy to cover out of pocket expenses incurred as part of the role, in line with our expenses policy.
- You will need to set aside time to draw up the agenda and prepare for meetings by reviewing papers and award nominations. These papers are usually circulated around two weeks before the committee meeting.
- This role will most likely be for an initial period of 3 years, with a potential 2 year extension, however, we can offer flexibility around the length of term – we realise that some people may not wish to commit straight away for a period of three years.

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 this role are:

- Membership of Girlguiding
- Highly enthusiastic with the ability to engage, inspire and motivate others.
- Articulate and confident when speaking to others in 1-2-1 and group settings, whether face to face or remotely.
- Approachable, open minded, and flexible.
- Organised and able to analyse large quantities of written information and match information to given criteria.
- Able to work as part of a decision-making team.
- Able to provide feedback in a clear and constructive way.
- Approachable and open minded, and able to work with others
- Some experience in a chairing or coordinating role would be helpful but is not essential
- Committed to [our values](#)

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 and individuals from ethnic minority groups.

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.

How to apply

If you would like to have an informal chat please get in touch with Erin John (erin@girlguiding-scot.org.uk), who can arrange for you to speak to Elaine Rough, chief commissioner. To apply for this role please email erin@girlguiding-scot.org.uk including your full name, membership number, two references and answers the two questions below. Please make sure to include the role title (Awards committee chair) in the subject of the email.

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

Q2. What knowledge, skills and experiences can you bring to the role? (300 words max)

The application deadline is 11.59pm on Sunday 22 February.

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

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 on 0131 226 4511 to discuss how we can support you.