



Youth leadership development officer (maternity cover) Application pack

£18,525 (actual, FTE: £30,875)

21 hours per week

Fixed term to 31 March 2027

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 and 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.

Our approach at Girlguiding Scotland is two-fold. We support and develop volunteer teams to deliver guiding in local areas, and we also provide high quality events and experiences at a national level that encourage volunteers to make a difference to the lives of girls across Scotland.

We had a very a successful 2025, where we launched our Volunteer Recruitment Project, celebrated our volunteers, held an inspiring Lead 2025 event, an international wide game in Amsterdam, a takeover by 8,000 members of a safari park and launched our youth voice panel's manifesto. In 2026 we plan to strengthen support for local commissioners and welcome more volunteers to grow guiding in Scotland. We are proud to be holding One Team 2026 an event where volunteers can network, share and learn from each other. For our young members, we are excited to launch 'Get On Board' – a resource to support girls and volunteers to increase confidence with using public transport. We also look forward to Camp CEO in August – a 4-day residential for girls to develop leadership skills and meet CEOs from across industries in Scotland.

For our staff 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. In recognition of this we are accredited with the LGBT Youth Scotland charter at silver level. We are also an accredited Living Wage Employer.

Girlguiding Scotland is committed to promoting diversity, inclusion and equal opportunities. We welcome requests for reasonable adjustments in our recruitment process so if we can provide more information or support to help you apply, please contact: recruitment@girlguiding-scot.org.uk.

Best wishes,

A handwritten signature in black ink that reads "Denise Spence".

Denise Spence CBE
Chief Executive



About Girlguiding Scotland

Girls can do anything.

We help girls discover this for themselves, whether they're aged 4, 18, or in between. Wherever they are in the UK, girls have a home at Girlguiding. 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 girls can make a positive difference, be happy, safe and fulfil their potential.

We 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 girls from 4-7 years old for play, learning and tonnes of fun in a colourful, safe space



Brownies welcomes 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



Unrivalled
girl
experiences

By 2030 more girls and young women will have had a Girlguiding experience which meets their evolving needs, is girl-led and builds their confidence and wellbeing. We'll tackle gender inequality through positive outcomes for girls and society.



Rewarding
and flexible
volunteer
experiences

By 2030, we'll attract more volunteers to our fun and flexible opportunities, so we reach more girls. Slicker processes and digital tools will make volunteering easier.



Inclusive,
impactful
and visible

By 2030, we'll reach girls from all backgrounds and work with partners, communities and schools to be more accessible to girls. We'll be known widely for our impact on girls 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.

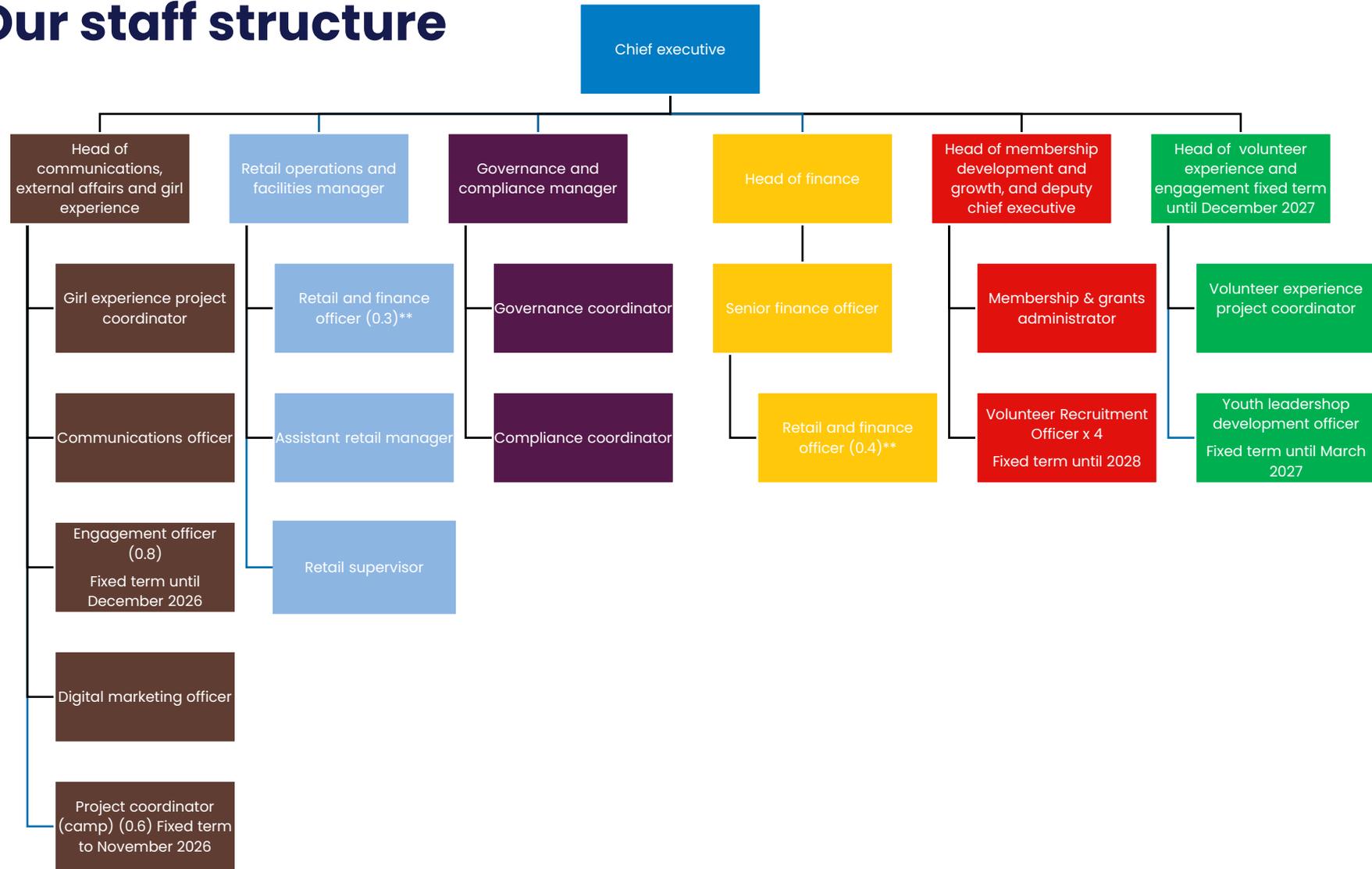
Develop

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



Youth leadership development officer (maternity cover)

Introduction

We're looking for a collaborative and supportive youth leadership development officer to help disadvantaged girls and young women to build leadership skills and confidence through Girlguiding Scotland's community-based youthwork opportunities. This role is a maternity cover until end of March 2027.

This role is funded through the Scottish Government's CashBack for Communities programme as part of the Location CashBack project. This project is delivered in partnership with consortium partners from Youth Scotland, Boys Brigade in Scotland and Scouts Scotland. From April 2026 to March 2027 this work will be focused on working with Girlguiding members in deprived communities in Glasgow, Inverclyde and Renfrewshire.

We're looking for someone who can build strong relationships quickly and who is comfortable working independently, as well as working as part of the team of staff and volunteers at a Scottish level.

They'll need to have strong facilitation and communication skills, be comfortable delivering training and youthwork activities and experienced in gathering and using data to inform the direction of their work. They'll need to possess a high degree of motivation, innovation, and creativity to engage volunteers in target areas and meet the project targets.

If this sounds like you, then we'd love to hear from you!

Overall Purpose

To develop and deliver a programme of over 400 leadership development opportunities for disadvantaged young people (aged 10-25) using [Girlguiding's programme](#) of activities, [awards](#) and [qualifications](#). This will work towards the following outcomes:

1. Young people are afforded safe spaces and suitable activities to combat boredom, frustration, and isolation, which can contribute to antisocial behaviours.
2. Young people understand their own value and impact within their communities and are supported to become positive influences and leaders within their communities.

To contribute to the overall success of the Location CashBack project, which Girlguiding Scotland participates in as members of a consortium with Youth Scotland, Boys Brigade in Scotland and Scouts Scotland.

Main areas of responsibility

Volunteer engagement in target areas

- Identify Girlguiding groups and individual members in target areas that could benefit from leadership development opportunities using our membership database, the Scottish Index of Multiple Deprivation and other external sources
- Liaise with unit volunteers in these areas to engage them in Location CashBack, supporting them to complete forms and decide which opportunities are most relevant to their unit
- Keep records of all significant activity (visits, phone calls, emails) in the project tracking spreadsheet, keeping the spreadsheet up-to-date after each interaction

Direct delivery with young people

- Plan, develop and deliver youth leadership opportunities, events and activities (evenings and weekends) using Girlguiding's programme and other creative activity ideas
- Complete Risk Assessments for each session planned using Girlguiding templates and submit for approval in advance
- Coordinate bookings/venue/catering as required for any in-person opportunities
- Provide follow-on support to encourage young people to put skills into practice in their communities

Volunteer training and support

- Support unit leadership teams to deliver youth leadership opportunities, events and activities to the girls in their units
- Plan, develop and deliver trainings to upskill adult volunteers and volunteers under 18
- Signpost volunteers to other sources of support with identified needs

Monitoring, evaluation and reporting

- Support groups and individuals to complete required evaluation processes using Location CashBack templates and creative evaluation techniques where needed.
- Monitor which groups have completed data forms and chase up where required

- Share regular project updates with internal stakeholders to an agreed format, allowing wider staff and volunteer teams to see how the project is progressing against targets
- Contribute to quarterly reporting, providing progress reports on all groups engaged in the project

Increase awareness and knowledge of the impact of Location Cashback

- Contribute to the internal promotion of Location CashBack to volunteers across Scotland via social media, Girlguiding Scotland meetings and events
- Contribute to the external awareness of Location CashBack, targeting key external audiences via social media, highlighting case study and press opportunities, and participating in relevant sector events as required

Contribute to the overall success of the project and wider volunteer experience and engagement team

- Participate in Location CashBack operational and evaluation workshops and other cross-consortium events
- Work within agreed budgets when supporting groups and delivering trainings and events
- Identify and escalate risks as they emerge
- Contribute to the development of resource materials and toolkits to support the delivery of Location CashBack
- Attend weekly meetings with the Volunteer Experience and Engagement team to review progress and identify overlaps or opportunities to collaborate.
- Actively participate in monthly staff meetings at our office in Edinburgh including presenting updates on Location CashBack when requested
- Meet with other staff and volunteer teams online or in-person as required
- Undertake any training necessary to deliver the aims of the project
- Proactively engage with colleagues, seeking to learn from and share learning with other staff and volunteer teams
- Undertake administrative work related to the role in accordance with Girlguiding Scotland policies and standard procedures

Additional information

This is a home-based role although regular travel to meet with volunteers, young people and other stakeholders in project areas in the evenings and weekends will be expected. This may involve overnight stays. You will be required to regularly work evenings and weekends, for which TOIL will be given. We do not pay overtime. You will also be required to attend monthly meetings at our office in Edinburgh.

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 build positive working relationships with a variety of stakeholders, using influencing, communication and negotiation skills	Essential
Excellent communication and presentation skills	Essential
Active listening skills and the ability to solve problems as they occur	Essential
Strong organisational skills with the ability to prioritise effectively and multi-task in a busy environment	Essential
Ability to work independently and as part of a team	Essential
Attention to detail and accuracy in completing monitoring and evaluation reports	Essential
Computer literate, with a good working knowledge of Microsoft Office	Essential
Full driving license (access to own vehicle advantageous)	Essential
Experience	Essential or desirable
Undertaking and using quantitative and qualitative data collection to inform the direction of work	Essential
Successfully delivering project targets and outcomes	Essential
Working face to face with young people in a youthwork setting	Essential
Co-design approaches and principles of youth participation	Essential
Developing and facilitating engaging and interactive trainings and workshops for a diverse range of participants (including young people age 10+) in person and online	Essential
Working closely with volunteers	Essential
Organising residentials for young people	Desirable

Working in a single-sex setting	Desirable
Knowledge	Essential or desirable
Safeguarding and risk assessment	Essential
The issues impacting young people and families from disadvantaged and deprived backgrounds	Essential
Adverse Childhood Experiences (ACEs) and trauma-informed approaches	Desirable
The importance of monitoring and evaluation in youthwork	Desirable
Girlguiding programme, awards and qualifications	Desirable
Personal qualities	Essential or desirable
Commitment to the aims and values of Girlguiding	Essential
Willingness to occasionally stay away from home overnight	Essential
Willingness to work with Girlguiding groups across the target area, travelling between them as required	Essential

Employment details

Contract type

This is a fixed term, part-time (21 hour/week) contract. The contract runs until 31 March 2027.

Location

This is a home-based role although regular travel to meet with volunteers, young people and other stakeholders in project areas in the evenings and weekends will be expected. This may involve overnight stays. You will be required to regularly work evenings and weekends, for which TOIL will be given. We do not pay overtime. You will also be required to attend monthly meetings at our office in Edinburgh. We're based at Girlguiding Scotland, 16 Coates Crescent, Edinburgh EH3 7AH.

Salary

£18,525 (actual, FTE: £30,875)

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 21 hours per week. We expect this to be across 3 days but are open to discussing other working patterns with the successful candidate.

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.

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.

Holiday entitlement

23 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 1 month.

Criminal record check

Girlguiding Scotland is committed to safeguarding and promoting the welfare of children and young people. This role requires the post holder to be a member of the PVG scheme. The successful candidate will be supported to join the scheme and/or to complete a PVG scheme disclosure, the cost of which will be covered by Girlguiding Scotland.

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 up to five days of paid volunteering leave per year (pro rata for part time staff).

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.

Enhanced family leave

We offer enhanced maternity and adoption, partner (paternity), and shared parental leave, as well as up to 3 days paid carer's leave per year (pro rata for part time staff).

How to apply

Please complete the application form [here](#).

The closing date for applications is **11.59pm on Wednesday 8 April**. 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 Rachael Graham, head of volunteer experience and engagement, on rachaelg@girlguiding-scot.org.uk or email recruitment@girlguiding-scot.org.uk.

We anticipate that interviews will take place week commencing 20 April at our office 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.