Girlguiding Scotland

PRA network coordinator

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 – 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 PRA network coordinator to support our network of county communications and PR advisors and promote Girlguiding Scotland.

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 strategy is fit for purpose and will impact the lives of thousands of girls across Scotland.

Please take some time to read through the pack to learn more about becoming our Girlguiding Scotland PRA network coordinator and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

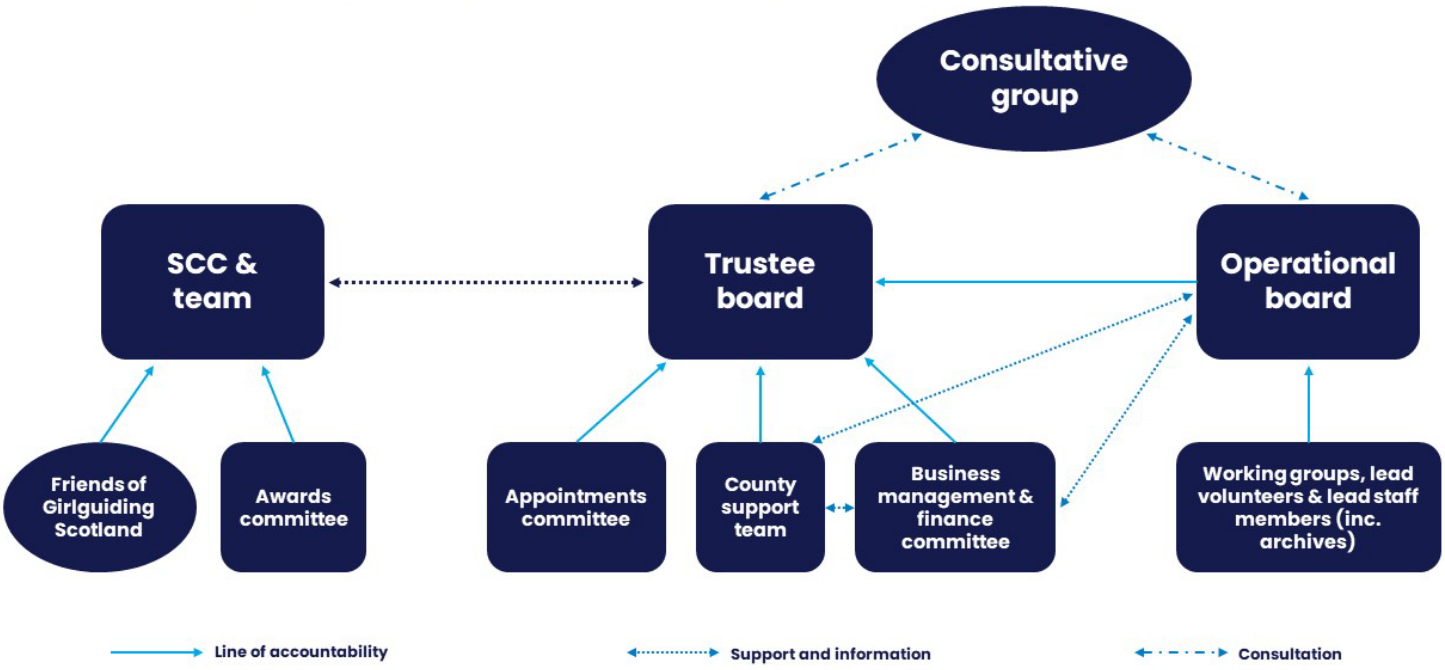
Best wishes,

Elaine Rough

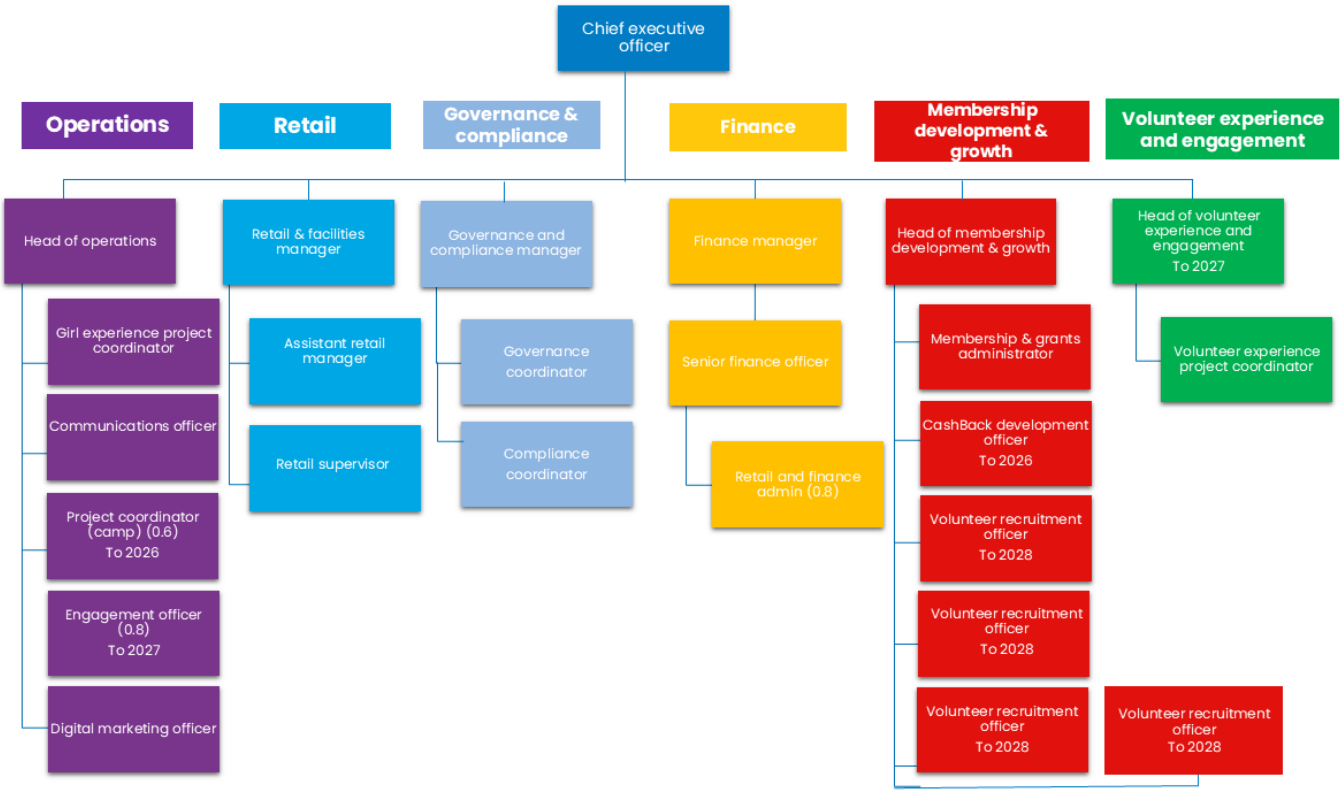
Scottish Chief Commissioner

Our governance structure

All groups guided by member interests through the membership engagement activities



Our staff structure



The role

Are you looking for a new volunteer role? Are you passionate and knowledgeable about communications and PR and want to help support our network of county communication and PR advisors (PRAs) across Scotland?

1.0 The purpose of the role

As the PRA network coordinator you will work to support and advise our PRAs on county communications, PR and social media. You will keep up to date with events and collaboration opportunities between counties and Scottish level.

You'll be working closely with staff in the operations team, including the digital marketing officer and the communications officer, to enthusiastically promote Girlguiding Scotland. You'll report to Eleanor, lead volunteer for membership engagement and communications.

1.1 Role and responsibilities

The expected time commitment for this role is on average 15 hours a month.

The role is for 3 years and can be extended for up to 2 years by mutual agreement. We can offer flexibility around the length of term – we realise some people may not wish to commit to taking on a role for a period of 3 years.

In partnership with staff, you'll be responsible for:

- Chairing and promoting a non-judgmental network of PRAs across counties
- Supporting PRAs to promote Girlguiding externally
- Increasing confidence, providing learning opportunities and helping build teams of PRAs within counties
- Building positive, supportive relationships with those with communications roles in counties
- Helping counties recruit for communications roles in their local area
- Keeping up to date with county events and communications plans, and coordinating collaboration and storytelling opportunities between both counties and Scottish level
- Building links with lead volunteers focussed on growth, and supporting PRAs to build strong relationships with growth coordinators in their counties

To help achieve this, you'll:

- Meet with your volunteer line manager and staff partner(s) at least once a month. This can be done remotely and will involve discussing how you're getting on, co-ordinating projects, identifying support you need and problem solving
- Keep in regular contact with volunteers and staff you're working with via email. Girlguiding Scotland will provide you with an email address for your use in this role
- Coordinate and chair quarterly online meetings with PRAs and organise and chair additional ad hoc meetings as required
- Gather content for monthly update emails to the PRA network
  Post updates to and engage with PRAs in the PRA network Facebook group
- Gather information on county communications and events via the PRA network
- Offer 1:1 support for PRAs via a medium that suits both you and them
- Facilitate in-person sessions at One Team and any other volunteer events where required

1.2 Induction, training, and support

- All volunteers are given an in-depth induction into their role. You'll have the opportunity to learn about Girlguiding Scotland's processes and meet volunteers and staff from across the Scottish team.
- This role receives ongoing staff support from the digital marketing officer and communications officer, and volunteer line manager support from the lead volunteer for membership engagement and communication.
- You'll use our volunteer-staff protocol to support your collaboration with staff. This provides a framework and guidance for working together.
- Expenses for travel and subsistence may be claimed for any costs required to complete your role.

1.3 Your profile

Any member of Girlguiding Scotland aged 18+ can apply for this role. Our lead 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 disabled people and individuals from ethnic minority groups.

The key skills and attributes we're looking for in our PRA network co-ordinator are:

- Approachable, creative, open minded and flexible
- Willing to support the mission and objectives of Girlguiding Scotland
- Passionate about promoting Girlguiding Scotland
- Be able to communicate with a wide range of volunteers
- Be able to work collaboratively with staff

It would be desirable, but not essential, for you to have:

- Knowledge of the role of county communications and PR advisers

- An understanding of/previous experience working with communications
- Good organisational skills
- An ability to lead, motivate and work as part of a team
- Great communication and interpersonal skills

1.4 Would you like to discuss the role further?

If you would like to have an informal chat about the role with Sarah, digital marketing officer and staff partner for this role, and/or Eleanor, lead volunteer for membership engagement and member communications and volunteer line manager, get in touch with them via the below email addresses:

- Sarah: sarahr@girlguiding-scot.org.uk

- Eleanor: eleanors@girlguiding-scot.org.uk

1.5 How to apply

To apply for this role, email sarahr@girlguiding-scot.org.uk with "PRA network coordinator," in the subject of the email.

Your email must include:

- Your full name
- Your membership number
- Contact information for 2 referees. These should be current members of Girlguiding who are not related to you. Ideally at least one of the referees will be from a level above you, for example your local or county commissioner.
- Your responses to the following 2 questions:

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

  Q2. How would you use your skills and experiences to support the PRA network? (300 words max)

Emailed applications will be reviewed and candidates progressing will be invited to an informal online interview.

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 please contact sarahr@girlguiding-scot.org.uk.