



**Project officer – Volunteer Recruitment Project  
Application pack**

£27,000 – £29,000 dependent on experience

35 hours per week (full time)

Fixed term to 31 December 2028

# 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](mailto: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.

## 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 10-14 years old.



Rangers is a space for girls from 14-18 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.

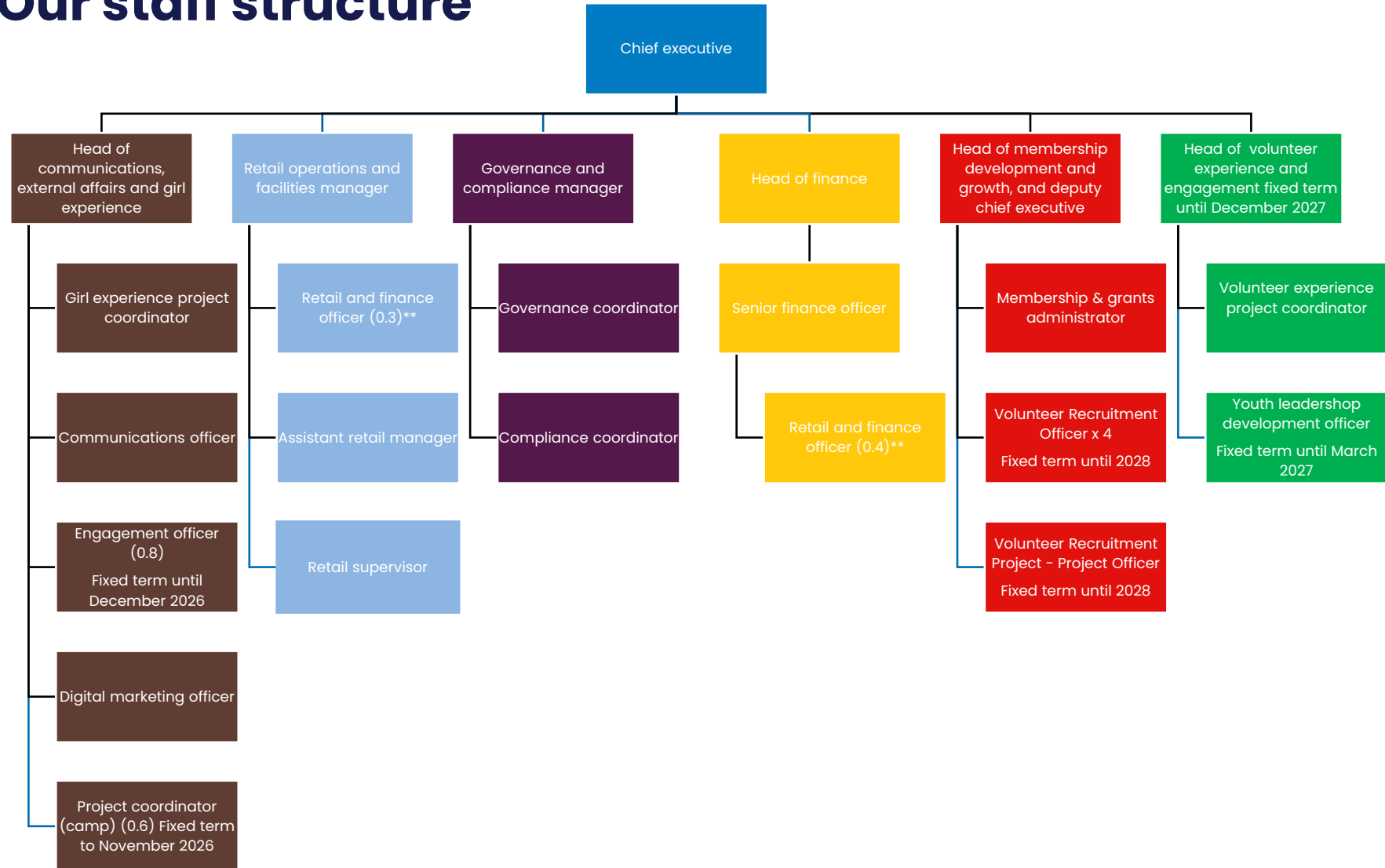
### Develop

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



# Project officer – Volunteer Recruitment Project

## Overall purpose

The project officer for the Volunteer Recruitment Project will help deliver this special project which is designed to recruit and welcome more volunteers into Girlguiding Scotland.

You will be a key member of the Volunteer Recruitment project team. You'll use your knowledge and experience, and insights gathered by our volunteer recruitment officers who are out and about supporting local recruitment and awareness raising activities across Scotland, to identify opportunities to create new resources, trainings and partnerships.

You'll be involved in researching and collating information, producing reports, creating training materials and support resources, and organising events and developing training. You'll also provide advice to volunteers about recruiting and welcoming other volunteers and signposting sources of support.

## Main areas of responsibility

### Support local recruitment and welcome activity

- Using membership data and other internal and external sources, support our volunteer recruitment officers target areas for development work
- Create a rolling quarterly calendar of opportunities (including dates of volunteer centre-run events and award programmes and Further/Higher education events) for our volunteer recruitment officers and local volunteer teams to use.

### Support national recruitment and welcome activity

- Work with other members of the Volunteer Recruitment Project team to identify where new training, good practice guidance, templates and resources could help volunteer teams respond to challenges around recruitment or welcome
- Create resources and training materials designed to support current volunteers with recruitment and welcome
- Support the delivery of in person and online workshops and training related to recruitment and welcome
- Ensure the content of our national programme of online information sessions designed to welcome new volunteers, is updated to reflect changes in internal policies and procedures and ensure it remains relevant and engaging

- Work with relevant staff and volunteer working groups to develop proposals for new projects, eg. support research into the potential for a corporate volunteering programme

### **Facilitate best practice sharing**

- Share regular project updates with internal stakeholders to an agreed reporting format, allowing wider staff and volunteer teams to see how the programme of development work is progressing against targets.
- Contribute to the promotion of the project via social media, digital communications and Girlguiding Scotland meetings and events
- Attend relevant external events and trainings to develop your own knowledge and understanding of the sector and put this learning into practice

### **Monitoring and evaluation**

- Support the completion of monthly and quarterly updates demonstrating the impact of the project in local areas and across Scotland.
- Evaluate training and resources and update or develop as required with input from relevant staff and volunteers

### **Additional information**

- You may also be asked to undertake any other tasks that may reasonably be required to fulfil the duties of this post.

## Person specification

The below skills, experience and knowledge may have been gained through education, paid employment or in a voluntary role.

<b>Skills</b>	<b>Essential or desirable</b>
Ability to use Microsoft Office packages confidently and competently (Excel, PowerPoint, Word and Outlook)	Essential
Good written English and ability to prepare communications tailored to different audiences and using different mechanisms	Essential
Ability to be proactive, use initiative and work independently	Essential
Excellent planning and organisational skills across a varied workload	Essential
Strong skills in analysing problems to identify areas of improvement and propose solutions	Essential
Ability to use initiative and identify opportunities to increase support for volunteers	Essential
<b>Experience</b>	<b>Essential or desirable</b>
Experience of creating online resources and printed materials	Essential
Experience of developing and/or delivering training	Essential
Experience of contributing to qualitative and quantitative reports	Essential
Experience of building effective relationships with a range of different individuals	Essential
Experience of corporate volunteering programmes	Desirable
Experience of using social media in a professional context and/or developing case studies to highlight project impacts	Desirable
Experience of supporting in-person workshops or other events	Desirable
<b>Knowledge</b>	<b>Essential or desirable</b>
Recognition and understanding of the benefits of volunteering for an individual	Essential
Knowledge of a range of evaluation methods that could be used to show impact of volunteer recruitment activity	Desirable
Good understanding and knowledge of volunteering innovation, best practice and sector trends	Desirable

Personal qualities	Essential or desirable
Commitment to the mission and values of Girlguiding	Essential
Excellent interpersonal skills with proven ability to work within and across teams, influencing decision-making, challenging ideas and building strong collaborative working relationships	Essential
Self-motivated and enthusiastic about contributing to the success of the team	Essential
Willing and able to work frequent evenings and weekends to match volunteer availability for which time off in lieu will be given	Essential

# Employment details

## Contract type

This is fixed term, full-time (35 hours a week) contract, running until 31 December 2028.

## Location

This role is based at our office in Edinburgh. There is currently a hybrid working arrangement in place. This role will be required to be in office 2-3 days per week. We're open to flexible working and are happy to have a discussion about how this post can work for you.

## Salary

£27,000 – £29,000 per year depending on experience.

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 35 hours per week. There is flexibility in the working pattern and specific working hours can be negotiated with your line manager. Regular evening and weekend work will be required. 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.

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.

## Holiday entitlement

38 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 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 a level 1 disclosure. The cost of this will be covered by us.

# 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:

[2026 Project Officer - Volunteer Recruitment Project](#)

The closing date for applications is **11.59pm on Wednesday 15 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 Louise Henderson, Head of membership development and growth and deputy chief executive on 07984 245 387 or email [recruitment@girlguiding-scot.org.uk](mailto:recruitment@girlguiding-scot.org.uk).

We anticipate that interviews will take place on **Wednesday 29 April** and **Friday 1 May** at our headquarters in Edinburgh. Successful candidates will be invited back for a second interview with our lead volunteer for the project, during week commencing **Monday 4 May**.

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.