

Growth & Development Worker

35 hours per week (fixed term)

£25,000 per year

Edinburgh



EXCELLENCE



ACCESS



VOICE



CAPACITY



Welcome

I am so pleased that you are interested in joining our team.

This is a really exciting time to join Girlguiding Scotland. With nearly 50,000 young members we are the largest charity for girls and young women in Scotland.

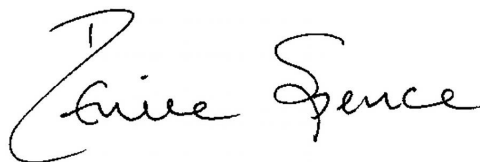
Girlguiding Scotland has been around for over 100 years and we have much to be proud of in that rich and vibrant history, but we know that to remain exciting and relevant to young people we must continually evolve.

I'm extremely proud of our new strategic plan which aims to transform the organisation so it can meet the challenges of the future. We will do this by focussing on growth, youth participation and changing perceptions. By increasing the support we offer our 11,500 amazing adult volunteers who deliver incredible experiences to girls, across Scotland, every week.

While Girlguiding Scotland's young membership is only open to girls and young women, our staff team is mixed gender and we welcome applicants from all backgrounds.

After reading the application pack I hope you feel inspired to join us.

Best wishes,

A handwritten signature in black ink that reads "Denise Spence". The signature is written in a cursive style with a large, stylized initial 'D'.

Denise Spence
Chief Executive

About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of 11,500 amazing volunteers, we are active in every part of the Scotland, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. We build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.

Our vision

An equal world where all 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 and inspiring

Rainbows - We have fun

Rainbows are girls aged five to seven. Rainbows is all about developing self-confidence, building friendships, learning new things and having fun. Girls get their hands dirty with arts and crafts, get in touch with nature and play games - it's all about learning by doing.

Brownies -We do cool stuff

Brownies are girls aged eight to ten. Brownies introduces girls to a world of new opportunities, challenges and fun. Girls go along to camps, holidays, day trips and sleepovers. They get together with their friends at regular meetings where they learn new hobbies, get creative, explore other cultures and have outdoor adventures.

Guides - We make things happen

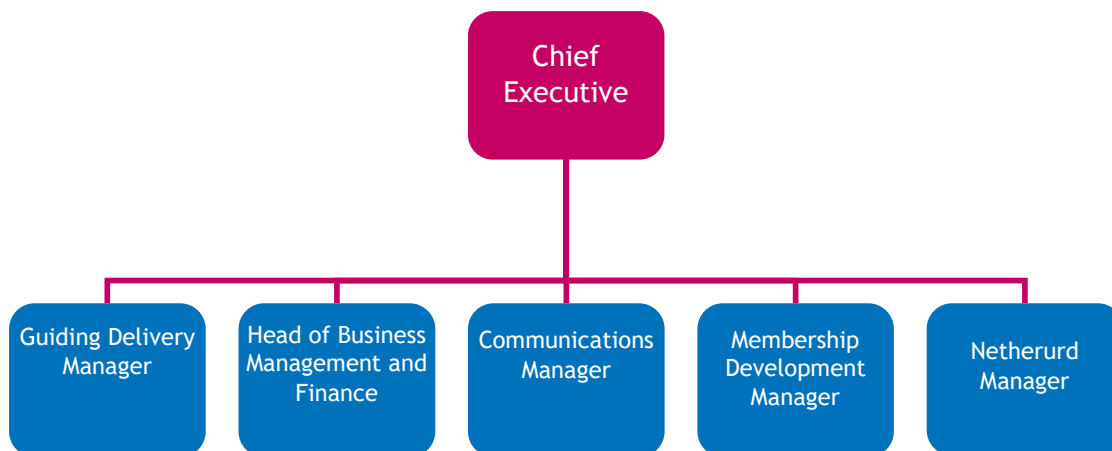
Guides are girls aged 10 to 14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

Rangers - We explore more

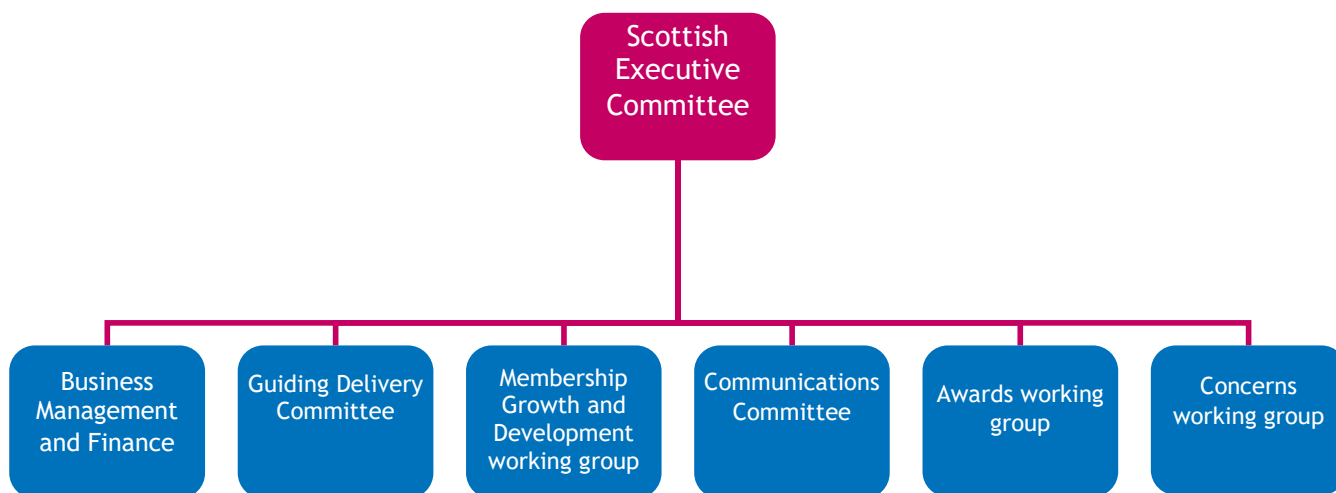
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

About Girlguiding Scotland cont.

Our staff structure



Our governance structure



The role

Thanks to generous funding from The Gannochy Trust, we are looking to appoint a new full-time Growth & Development Worker. The core function of this new role is to identify opportunities to grow guiding and support local volunteers to open new and expand existing Girlguiding units for girls in areas where demand is outstripping provision.

Working in partnership with local volunteers and other stakeholders across Edinburgh and Fife, the post holder will be responsible for developing and delivering growth plans which result in 150 new spaces being created over an 18-month period. The post holder will also be expected to respond to requests for support from across the Girlguiding Scotland network, sharing best practice and signposting other sources of support as appropriate.

We are looking for someone with an enthusiastic and positive outlook. In this role you will be representing Girlguiding Scotland to a wide range of stakeholders including potential members, potential volunteers, other community groups and voluntary sector organisations so you will need to be well presented, articulate, diplomatic and approachable, with the ability to build good relationships quickly with a wide range of people.

You will need to be able to manage and report on your own workload so you will be proficient at working independently and meeting deadlines. You will be proactive and will seek to learn from other staff and volunteer teams as required. You will work with Girlguiding Scotland volunteers to define the scope of your work to meet the overall project targets so you will possess a high degree of motivation, innovation and creativity.

Overall purpose

Girlguiding Scotland is looking to recruit a full-time Growth & Development Worker to work in partnership with local volunteers throughout Central Scotland to grow youth provision by opening new and expanding existing Girlguiding units in response to demand. Work will specifically be focused on giving more girls the chance to join Rainbows (5-7 years) and Brownies (7-10 years). We are looking for an enthusiastic and proactive individual to develop, support and deliver area-specific growth plans which will focus on recruiting and placing new adult and young members and also supporting pathways for girls to move through Girlguiding's sections.

As part of the wider Girlguiding Scotland team, the role holder will be expected to share good practice with staff and volunteers and learn from the experience of others. The role holder should possess a willingness to undertake any training necessary to deliver the aims of the project. Although based at the offices of Girlguiding Scotland in Edinburgh, the post holder will spend a considerable amount of time out of the office each week, travelling to locations in Edinburgh and Fife to meet with local volunteers and community stakeholders.

Main areas of responsibility

- Research existing provision using Girlguiding membership systems and knowledge gathered from local volunteers
- Identify opportunities for establishing new Rainbow and Brownie units in areas with waiting lists and identify the steps required to establish provision in these areas
- Identify opportunities for establishing new units where there is no pathway for girls to progress to the next Girlguiding section when they reach the appropriate age and identify the steps required to respond to such opportunities
- Identify units at risk of closure/ with low numbers and identify the steps required to expand such units

- Engage with local organisations and other stakeholders to develop new partnerships which will result in increased youth provision in target areas
- Support the opening or expansion of Girlguiding units so that a minimum of 150 girls will be able to join Girlguiding for the first time during the 18-month project
- Support new and expanding units in target areas to access relevant sources of funding
- Promote and support new ways of delivering the Girlguiding programme to reach more girls (e.g. online or remote guiding, holiday or weekend units, or units meeting in non-traditional venues)
- Work with local volunteers to ensure appropriate support and training is given to allow leaders to deliver guiding safely and in line with Girlguiding policies and practices
- Document progress and provide feedback to Girlguiding Scotland on an ongoing basis
- Support the completion of relevant monitoring and evaluation exercises attached to this project
- Promote the work of the project using social media in line with Girlguiding policies

Knowledge and skills

- Knowledge of guiding and/or youth work in another setting
- Good verbal communication with confidence in speaking to groups or individuals in a variety of situations
- Good written communication skills (inc. reports, letters and committee papers)
- Ability to engage a diverse audience to achieve project aims
- Ability to identify needs of young people and develop projects to meet these needs
- Working knowledge of diversity and outreach programmes and projects
- Knowledge of community networks
- Ability to work on own initiative, manage multiple tasks and meet deadlines
- Knowledge of and interest in the development of girls and young women
- Knowledge of and enthusiasm for using social media
- Confident in use of online video conferencing technologies

Planning and decision making

- Devise and implement a project plan to deliver project targets objectives
- Undertake administrative work related to the role in accordance with Girlguiding Scotland policies and standard procedures
- Time management. You will be responsible for working with volunteers and staff to determine your work plan for the duration of your contract. Once this is set you will be expected to manage your own workload and prioritise your time accordingly.
- Submit regular written reports and forward plans to an agreed schedule and format

Interpersonal skills

- Ability to collaborate and work as part of a team leading to strong working relationships with Girlguiding Scotland staff and volunteers (including local leaders, commissioners and advisers)
- A strong communicator with the ability to tailor messages for different audiences to establish links with external stakeholders including local youth services, schools, further and higher education institutions, community leaders, religious leaders, other youth and voluntary organisations as well as other Girlguiding levels
- A positive attitude and ability to motivate and inspire others
- Able to represent Girlguiding Scotland in the local community and present the organisation in a positive manner at all times both face to face and remotely

Innovation

- Willingness to seek out and attend relevant training and other events to improve knowledge of the local community, of Girlguiding and other relevant projects

- Ability to work with volunteers and staff to develop a plan designed to achieve the targets
- Ability to adopt a creative approach to the recruitment of adults and young people (including using taster days, school assemblies, community events, etc.)
- Proactive attitude to seeking out staff and volunteer teams who can provide insights which will benefit the project
- Enthusiasm for sharing project updates and engaging volunteers and other stakeholders through online platforms and social media as required
- Willingness to share information about initiatives that you have developed locally and which could be replicated in other areas of the country
- Openness to find ways of working with other youth organisations who have similar aims as Girlguiding

Problem solving

- Balancing the demands of working with local volunteers and delivering project targets
- Devising new ways to deliver the Girlguiding programme in response to local need
- Identify areas where online or remote guiding would best suit the needs of girls and volunteers
- A flexible approach to project management to allow a change in direction if necessary for the success of the project

Additional Information

- This role has no direct budgetary responsibility but you will be expected to support units to develop a budget and sustainability plan as part of the project
- You will undertake any other duties that may reasonably be required to fulfil the duties of this post
- This role has no line management responsibility
- This role is based at Girlguiding Scotland Headquarters in Edinburgh but you will spend considerable time each week away from the office, meeting with community stakeholders and volunteers in the target areas. You should therefore have a driving licence and access to your own vehicle.

The Person

Criteria	Assessment (Application, Interview or Test)	Essential or Desirable
Skills		
Computer literate, including experience of Word for Windows, internet search technology and video conferencing platforms	A	E
Excellent communication skills: <ul style="list-style-type: none"> Written skills to include the ability to produce documents suitable for a wide range of audiences and purposes Oral skills to include the ability to communicate clearly and concisely, both on the telephone and in person, with individuals and groups 	A, I	E
Ability to work proactively and on own initiative	A, I	E
Ability to work as a team player and to ensure effective internal consultation	A, I	E
Ability to work with and relate to staff and volunteers at all levels within the organisation and to deal professionally and persuasively with external contacts	A, I	E
Experience of delivering presentations and workshop style events	A, I, T	E
Ability to work under pressure and to deadlines	A, I	E
Ability to work accurately and to pay close attention to detail	A, I	E
Numerate, with the ability to use Excel to produce graphs and charts based on data gathered by the post holder	A, I	E
Full clean driving licence and access to own vehicle	A	E
Experience of		
Experience of youth work in a professional or voluntary capacity	A, I	E
Knowledge of and enthusiasm for using social media in a professional setting	A, I	D
Experience of working closely with volunteers	A, I	E
Knowledge		
Knowledge of community networks and issues	A, I	E
Knowledge of and interest in the development of girls and young women	A, I	E
Working knowledge of diversity and outreach programmes and projects	A, I	E

Knowledge of health and safety and risk assessments	A, I	D
Knowledge of guiding	A, I	D
Values		
Commitment to the aims of Girlguiding	A, I	E
Understanding of the implications of working in an Equal Opportunities environment	A	E

Employment details

Contract type

This is an 18-month fixed term contract.

Location

You will be based at Girlguiding Scotland Headquarters, 16 Coates Crescent, Edinburgh, EH3 7AH but you'll meet volunteers and other stakeholders throughout Edinburgh and Fife.

You will report in to the Membership Development Project Manager who will also be your line manager.

Salary

£25,000 per year.

Travel expenses will be paid in line with Girlguiding Scotland's travel and subsistence policy. A laptop and mobile phone will also be provided for business use for the duration of the contract.

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. The post holder will at times be required to work additional hours - including evenings and weekends - for which time off in lieu (TOIL) will be available.

Holiday entitlement

28 days' paid holiday per annum plus bank holidays.

Probationary period

The post will be subject to a probationary period of three months.

Notice period

The notice period required by both parties during the probationary period is one week. After successful completion of the probationary period the notice period is either four weeks or one week for each complete year (up to a maximum of 12 weeks), whichever is the greater.

Criminal record check

Girlguiding Scotland is committed to safeguarding and promoting the welfare of children and young people. The successful candidate may be required to undertake appropriate criminal record checks.

How we value our people

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, mentoring, e-learning, shadowing and individual courses.

Flexible working

We are committed to ensuring that our staff has a good work-life balance and offer a flexible working environment. This can be discussed with your line manager on an individual basis.

Contributory pension scheme

In addition to the government's auto enrolment pension, we offer a generous organisational pension.

Volunteering support

Staff who volunteer within Girlguiding are entitled to five days of paid volunteer leave a year.

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.

How to Apply

[Please complete the application form](#). CVs will not be accepted.

The closing date for applications is **12 noon on 3 July 2020** (please note, any applications received after this time won't be accepted). Please send your completed application form to Alison Pringle - Alison@girlguiding-scot-org.uk.

Unfortunately we are unable to give feedback to applicants not shortlisted for interviews. We do provide feedback upon request to candidates interviewed.

Interviews

It is our intention to hold interviews the **week commencing 6 July 2020 via Zoom**.