

# Take the next step in your volunteering journey...



[girlguidingscotland.org.uk](http://girlguidingscotland.org.uk)



# 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. We know first-hand the benefits of volunteering. From boosting your mental wellbeing and learning new skills, to the feeling you get from supporting girls and young women to be their best - you'll experience it all through this new role.

Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland, and our members are key to achieving this. You'll play a key part in making guiding happen and ensure our programme makes a positive impact on the lives of girls and young women. By volunteering at the national level, you'll be able inspire thousands of members across Scotland.

It could not be a more exciting time to join our team. We're at the start of a journey to change the way we manage guiding at a Scottish level with the aim of making it easier to provide great experiences for our girls and young women, and support for our volunteers. There will be a trustee board for governance and strategy and an operational board for projects, events and delivery of support to counties.

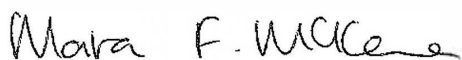
As well as these changes, this year we're continuing to focus on a return to guiding, membership and supporting our counties to run more efficiently and effectively. 2022 will also see the launch of brand new projects and a return to face to face for some of our most loved events.

Guiding in Scotland is more than just an after-school activity - it's the friendships we forge, the confidence we grow and the experiences we give girls, as well as the support systems we put in place to help each other thrive.

Despite the challenges we've faced, we've adapted to stay connected, and we'll continue to explore new ways of bringing members together. Our volunteers are key to helping identify new ways of reaching young members and our national volunteers have been working hard to coordinate both our response and feedback. We're looking forward to the year ahead and hope you're feeling inspired to join us.

So, what are you waiting for? Please take a look through this pack to learn more about this exciting opportunity - I hope you'll be inspired to apply and help us make Girlguiding Scotland even better for our members.

Best wishes,



**Moira McKenna**

**Scottish Chief Commissioner**

# About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of 9,000 amazing volunteers, we are active in every part of 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 4-7. 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 7-10. 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 10-14. 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.

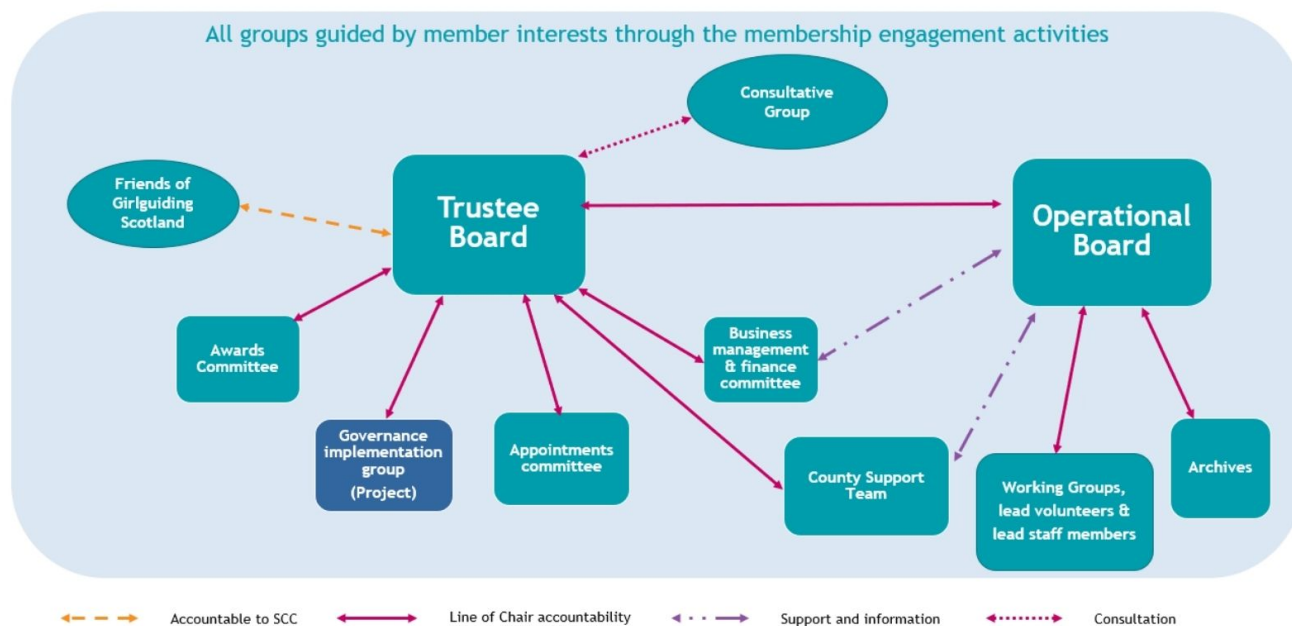
### Rangers - We explore more

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.

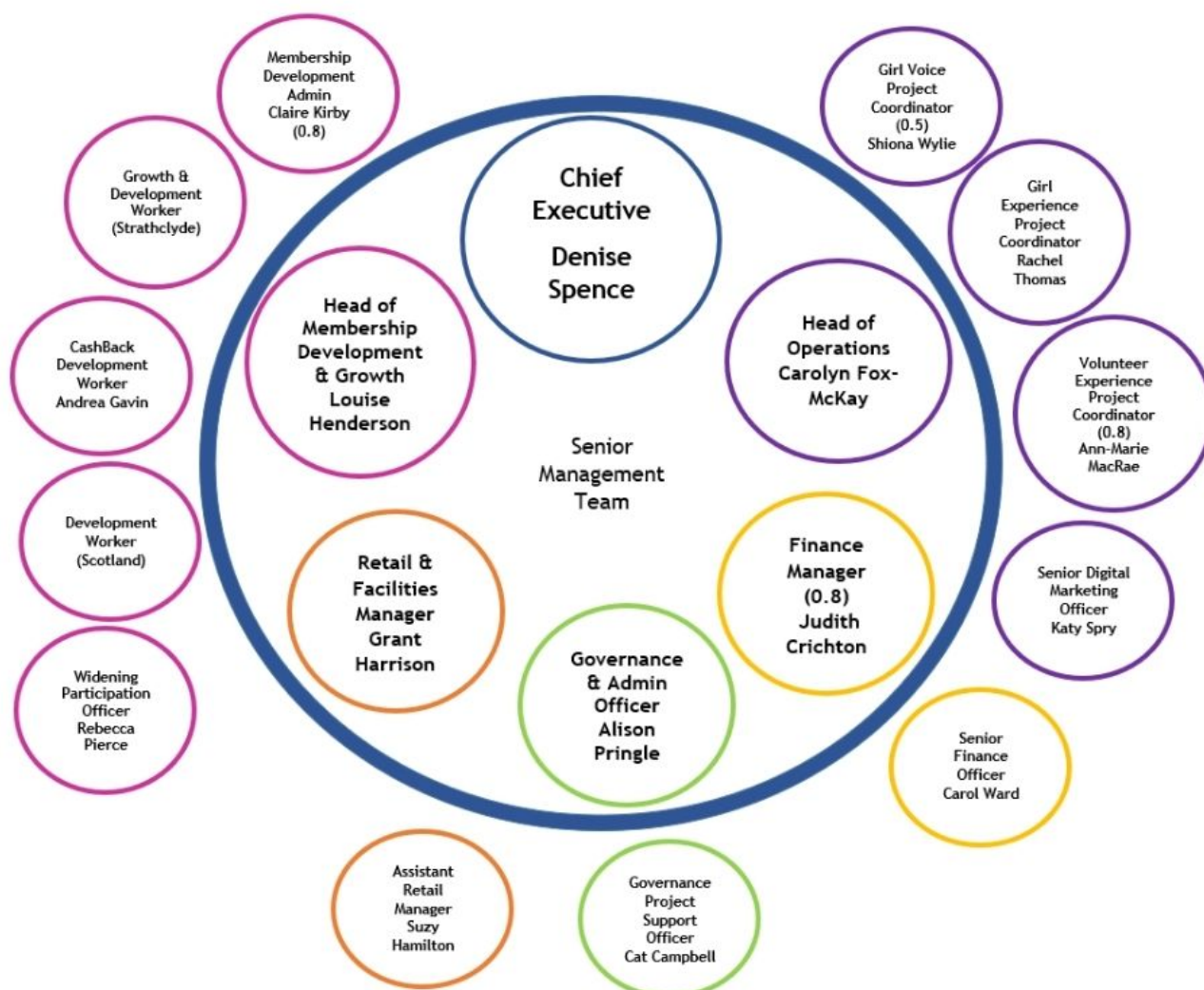


# About Girlguiding Scotland cont.

## Our governance structure:



## Our staff structure:



## This role

The honorary treasurer is a key role within our governance structure which aims to make a real difference to members in Scotland. This volunteer will play a significant part in ensuring that members have access to high quality guiding opportunities.

The honorary treasurer will contribute to the delivery of Girlguiding Scotland's strategy as a member of Girlguiding Scotland's trustee board and the business management and finance committee.

As honorary treasurer you will have oversight of the finance function, provide guidance on matters of finance and investments to the trustees and work closely with the chair of the business management and finance committee.

As a trustee you will be an active member of the Girlguiding Scotland trustee board, chaired by the chief commissioner. The board focuses on the strategy and performance of Girlguiding Scotland ensuring we continue to develop in response to member needs. Currently the main challenge for us all is membership; supporting existing members and welcoming new ones as well as ensuring we can sustain our organisation's resources for the future.

### **Reporting and accountability:**

This role will report to the Scottish chief commissioner. The role will involve also partnering other members of the trustee board and Girlguiding Scotland staff team.

### **Principles for 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 one 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.

## What you'll do in this role

### Responsibilities:

- Proactively contribute to meetings of the trustee board (usually four meetings a year plus a residential weekend and BM&F committee (usually four per year plus additional ad hoc meetings)
- Preparing for board and committee meetings by reviewing papers and carrying out further research as requested
- Overseeing and presenting the results of budgets, management accounts and the annual financial statements to the trustee board
- Leading in the board's duty to ensure that proper accounting records are kept, financial resources are properly controlled, invested and economically spent, in line with good governance, legal and regulatory requirements
- Leading the development and implementation of financial reserves, cost-management and investment policies
- Liaising with members of staff responsible for the financial activities of the organisation
- Ensuring that the annual financial statements are complete and accurate; reflecting a true and fair picture of the charity's position in line with regulation and legislation
- Monitoring and advising on the financial viability of the charity
- Overseeing and monitoring financial controls and adherence to systems
- Advising on the financial implications of the charity's strategic plan
- Acting as a counter signatory on charity cheques/banking payments and important applications
- Liaising with the external auditors on specific issues such as the auditors' management letter and the related board representations
- Building and maintaining a good working relationship with internal and external stakeholders, including but not limited to, Girlguiding Scotland staff and volunteers, financial advisers and auditors

### Anticipated time commitment

You'll meet with staff regularly, which can be done remotely. The trustee board will meet approximately four times per year. These meetings will be a combination of face-to-face meetings in Edinburgh and remote meetings, typically lasting half a day and taking place on a Saturday. There will always be the option to join a meeting remotely if required. The BM&F committee also meet approximately four times per year, with additional ad hoc meetings as required.

In addition to attending the meetings, preparation time will be required. This may involve preparing a report or paper and will definitely involve reading the agenda and any papers circulated in advance. There may also be the opportunity to lead or be involved in other short-term working groups, focussed on specific projects or pieces of work.

## Knowledge, experience, and skills

<b>Qualifications required</b>
CA, CIMA, ACCA, ACA or other similar qualification
<b>Knowledge of</b>
Girlguiding, our mission and values
<b>Experience of</b>
Preparing budgets and forecasting, management accounting and statutory financial reporting.
Reporting to board level, audit and knowledge of charity SORP (FRS102)
Setting and monitoring investment strategies and supervising the performance of a significant investment portfolio
Strategy setting would be an advantage
Working with volunteers would be an advantage
Team working
<b>Skills</b>
Ability to work and join meetings remotely using a variety of technology
Ability to think of the bigger picture for the benefit of members and potential members across Scotland
Confident to speak up and ensure your views are heard
Capacity to be proactive in researching views, reviewing papers
<b>Personal qualities</b>
Willingness to become a member of Girlguiding
Eligibility to become a trustee in Scotland (you can find information about who cannot be a charity trustee on <a href="http://www.oscr.org.uk">www.oscr.org.uk</a> )
Approachable, open minded and flexible
Excited to be part of shaping the future and responding to challenges

## What you'll get from this role

You'll have support from the Scottish chief commissioner and other trustees to help you succeed in the role. Plus, you'll have access to relevant training opportunities and the chance to participate in external events with other voluntary sector or youth work organisations. You'll also have a chance to develop your transferable skills through:

- Setting strategy for the largest member organisation for girls and young women in Scotland
- Being part of a team of passionate and committed volunteers and staff

## Length of appointment

This role will be for 3 years with the possibility to extend by up to a further two years by mutual agreement.

## How to apply

If you want to have an informal chat please get in touch with Scottish Chief Commissioner Moira McKenna, [sccmmck@girlguiding-scot.org.uk](mailto:sccmmck@girlguiding-scot.org.uk). or our Chief executive Denise Spence, [denise@girlguiding-scot.org.uk](mailto:denise@girlguiding-scot.org.uk). To apply for this role please email Cat Campbell, [cat@girlguiding-scot.org.uk](mailto:cat@girlguiding-scot.org.uk) with your full name, membership number, two references and answers to the two questions below. Please make sure to include the role title, Honorary treasurer, in the subject of the email.

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

**Q2.** What skills and experiences do you have to offer? (300 words max)

**Applications from across Scotland are welcomed and the application deadline is 5pm on Monday 28 February 2022.**