

# Growth and development worker, Strathclyde (fixed term)

35 hours per week  
£25,750 per year



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 45,000 young members we are the largest charity for girls and young women in Scotland.

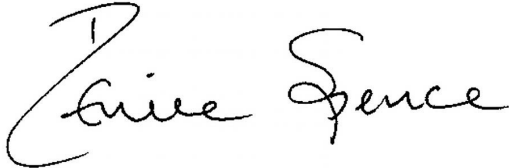
Girlguiding Scotland has been around for over 100 years and we have much to be proud of in that rich and vibrant history, but we know that to remain exciting and relevant to young people we must continually evolve.

This year we hope to offer members an exciting range of projects and in person events to complement what we have been offering online over the last two years. We are also beginning to implement a new governance model to help make it easier for staff and volunteers working together behind the scenes to support guiding across Scotland.

While Girlguiding Scotland's young membership is only open to girls and young women, our staff team is mixed gender. We recognise that our lives, identities, and experiences are what make us, our contribution and our ideas unique which is why we encourage applicants from all backgrounds.

After reading the application pack I hope you feel inspired to apply to join us. 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". The signature is written in a cursive style with a large, stylized 'D' at the beginning.

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 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

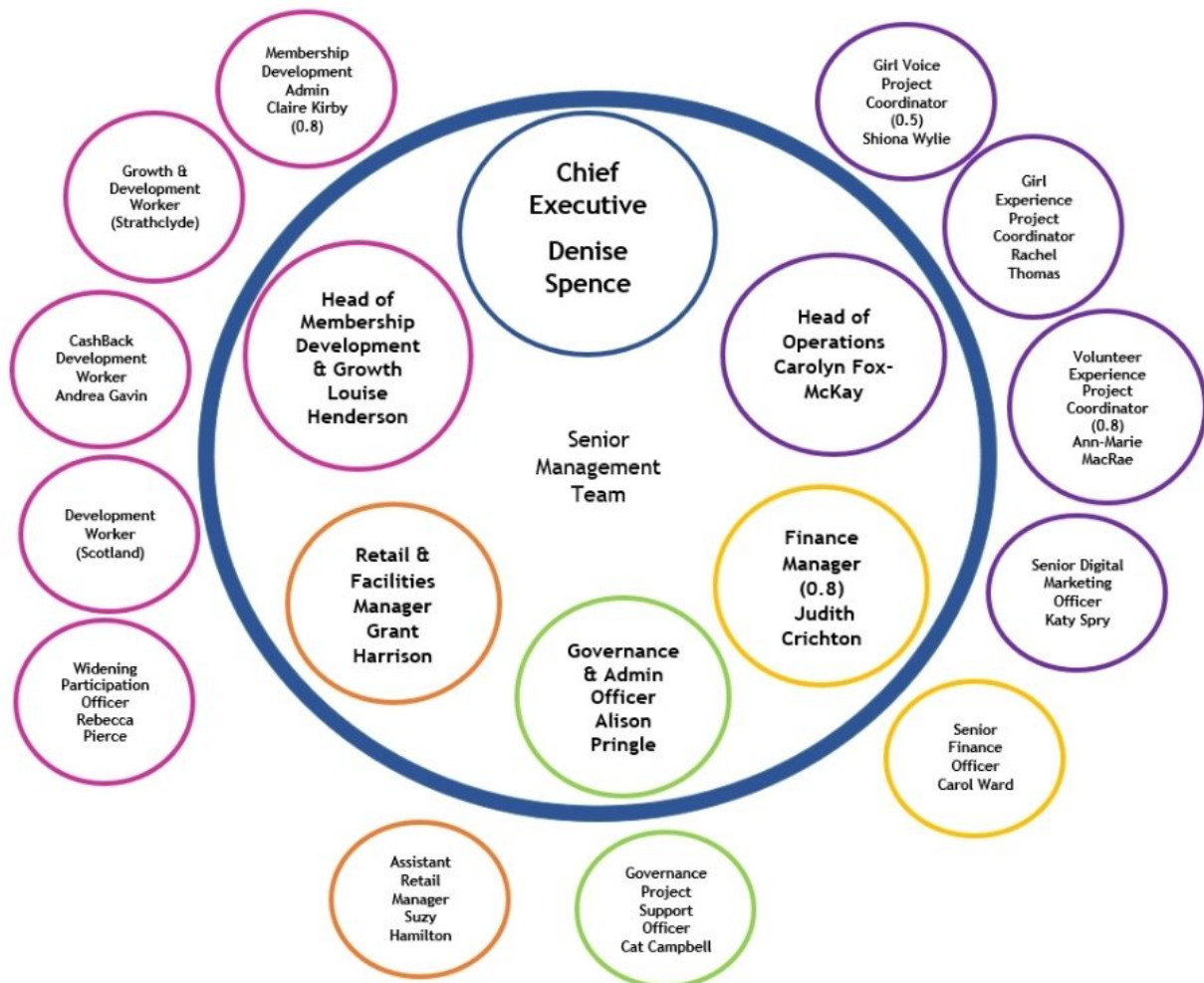
Guides are girls aged 10-14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

### Rangers - We explore more

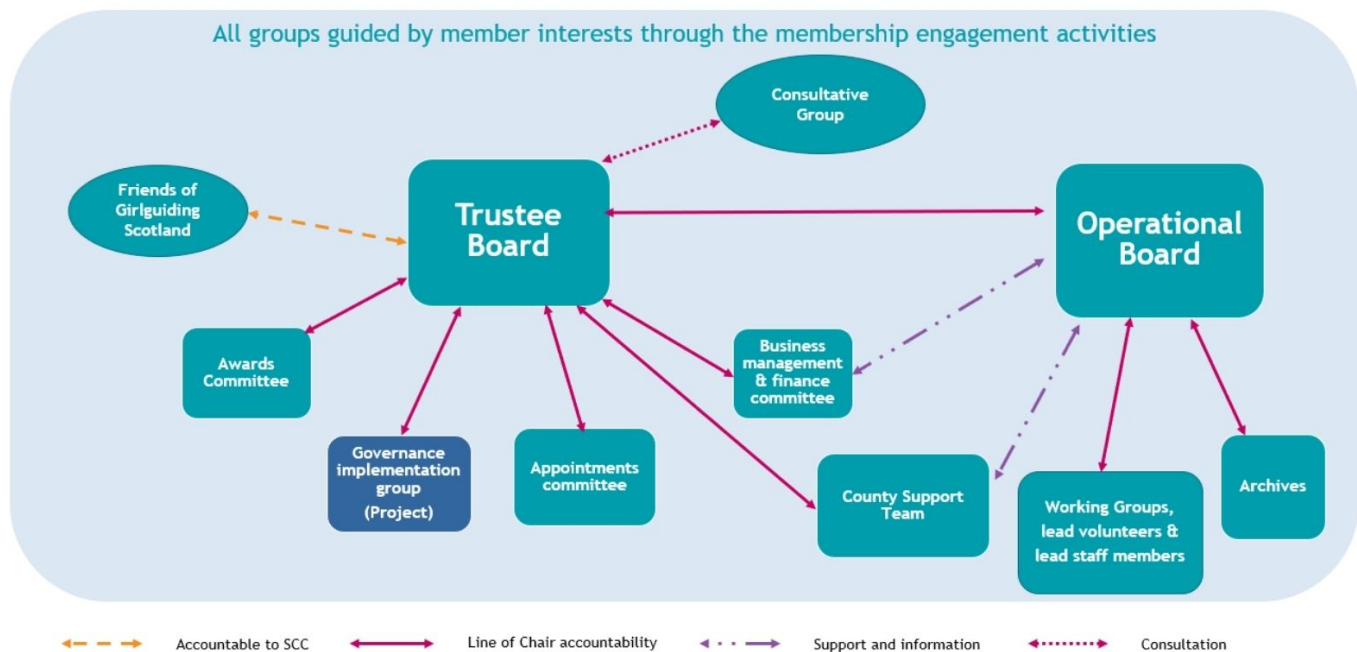
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

# About Girlguiding Scotland cont.

## Our staff structure



## Our governance structure



# The role

We are recruiting a home based, fixed-term, full-time (35 hours per week) growth and development Worker. This role is generously funded by The Gannochy Trust. This person will help to grow guiding by supporting local volunteers to open new and expand existing Girlguiding units for girls in areas where there is high demand

Working with volunteers from the Strathclyde area, the post holder will be responsible for developing and delivering growth plans to create at least 150 new spaces in the region by August 2023. The post holder will also work closely with the wider membership development and growth team to support access to best practice, funding and resources.

We are looking for someone who is enthusiastic and positive and passionate about what guiding can offer girls and young women. 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 work under your own initiative as well as effectively managing your time and meeting deadlines. You will be proactive and will seek to learn from other staff and volunteer teams as required.

## Overall purpose

Girlguiding Scotland is looking to recruit a full-time growth and development worker to work in partnership with local volunteers throughout Strathclyde to grow guiding by opening new and expanding existing Girlguiding units and opening new ones in response to demand. This will be focused primarily on giving more girls the chance to join Rainbows (4-7 years) and Brownies (7-10 years).

We are looking for an enthusiastic and proactive individual to support local volunteers to be more visible in their community and to help them develop and deliver area-specific growth plans which focus on recruiting and placing new adult volunteers and young members and to increase the number of girls moving on through Girlguiding's sections.

The postholder will devise and implement a project plan to deliver project targets, document progress and provide regular updates to Girlguiding Scotland staff and volunteers teams as the project progresses. As part of the wider Girlguiding Scotland team, the postholder will be expected to share good practice with staff and volunteers and learn from the experience of others. The person should possess a willingness to undertake any training necessary to deliver the aims of the project.

Although home-based, the post holder will spend a considerable amount of time (including evenings and weekend) travelling to locations across Strathclyde to meet with local volunteers and community stakeholders and to visit Girlguiding groups. An ability to travel (in line with Government guidelines) is essential and a driving licence with access to your own vehicle would be an advantage.

## Main areas of responsibility

- Research existing provision using data Girlguiding membership systems and community knowledge gathered from local volunteers



- Identify units at risk of closure/ with low numbers and identify the steps required to expand such units
- Identify opportunities for establishing new groups 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
- Support local volunteer teams to develop and deliver area-specific initiatives in response to identified growth opportunities
- Promote and support creative 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)
- Identify areas where online or remote guiding would best suit the needs of girls and volunteers and support volunteer teams to adapt the offer as required
- 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
- Support new and expanding units in target areas to access relevant sources of funding
- Seek out and implement best practice from other Girlguiding Scotland development projects, external organisations and other areas of Girlguiding
- Work with local volunteers to ensure appropriate support and training is given to allow leaders to deliver guiding safely and in line with Girlguiding's policies and practices
- Devise and implement a project plan to deliver project targets and support the completion of relevant monitoring and evaluation exercises
- Promote the work of the project using social media in line with Girlguiding policies

#### 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

# The Person

Criteria	Essential or desirable
<b>Experience</b>	
Using evidence to develop and report on action plans	E
Organising and delivering a range of activities to engage and inspire different audiences (online and in person)	E
Working closely with volunteers	E
Volunteer recruitment (online or in person)	E
Setting up a youth or other community group (individually or as part of a team)	E
Coordinating or managing a project to achieve targets within a defined timeframe	E
Working within a membership organisation	D
Youthwork in a professional or voluntary capacity	D
Using social media in a professional setting	D
Applying for small grants and funding	D
<b>Skills</b>	
Excellent written and verbal communication skills	E
Able to develop strong working relationships with staff, volunteers and key external stakeholders	E
Ability to persuade, motivate and inspire others to work collaboratively	E
Good planning and organisational skills and an ability to prioritise workload to meet deadlines when working under pressure	E
Computer literate, confident in the use of Microsoft office packages, internet search technology and video conferencing platforms	E
Creative thinking and problem-solving ability	E
Full clean driving licence and access to own vehicle	D
<b>Knowledge</b>	
Knowledge and understanding of community and social issues that may impact youthwork provision and/or volunteering	E
Knowledge of the work of Girlguiding, of the membership, shared commitment to our values	D
<b>Personal qualities</b>	
Commitment to improving the lives of girls and young women from a wide range of backgrounds	E
High level of emotional intelligence and able to build rapport quickly and earn respect and trust with a range of audiences	E
Able to work flexibly to respond to the needs and availability of our volunteers (including willingness to travel for face to face meetings and unit visits as required)	E



Committed to developing effective volunteer - staff partnerships through regular communication and information sharing	E
Proactive, seeking out and implementing best practice from other teams and organisation	E
Able to represent Girlguiding Scotland in the local community and present the organisation in a positive manner at all times	E

## Employment details

### Contract type

This is a fixed-term contract to 31 July 2023.

### Location

This is a home-based role although regular travel across the Strathclyde Region to meet with volunteers and other stakeholders will be expected. You may also be required to attend meetings at Girlguiding Scotland Headquarters in Edinburgh. You will report to the head of membership development and growth who will also be your line manager.

### Salary

£25,750 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. Regular evening and weekend work will be required.

### 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 will 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 send your CV with a covering letter explaining how you meet the criteria detailed in the person specification to [recruitment@girlguiding-scot.org.uk](mailto:recruitment@girlguiding-scot.org.uk) by 5pm on 13 April 2022. As we are advertising more than one post currently, please ensure your cover letter refers to the specific role you are interested in.

Please note applications received after this date will not be considered.

# Interviews

Interviews will be held via zoom. Candidates being invited to interview will be contacted week beginning 25 April 2022.

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