

# 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 to 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.

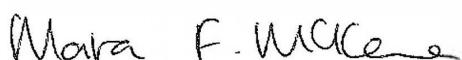
As well as these changes, this year we're continuing to focus on a return to guiding, membership and supporting our counties to run more efficiently and effectively. 2022 will also see the launch of brand new projects and a return to face to face for some of our most loved events.

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

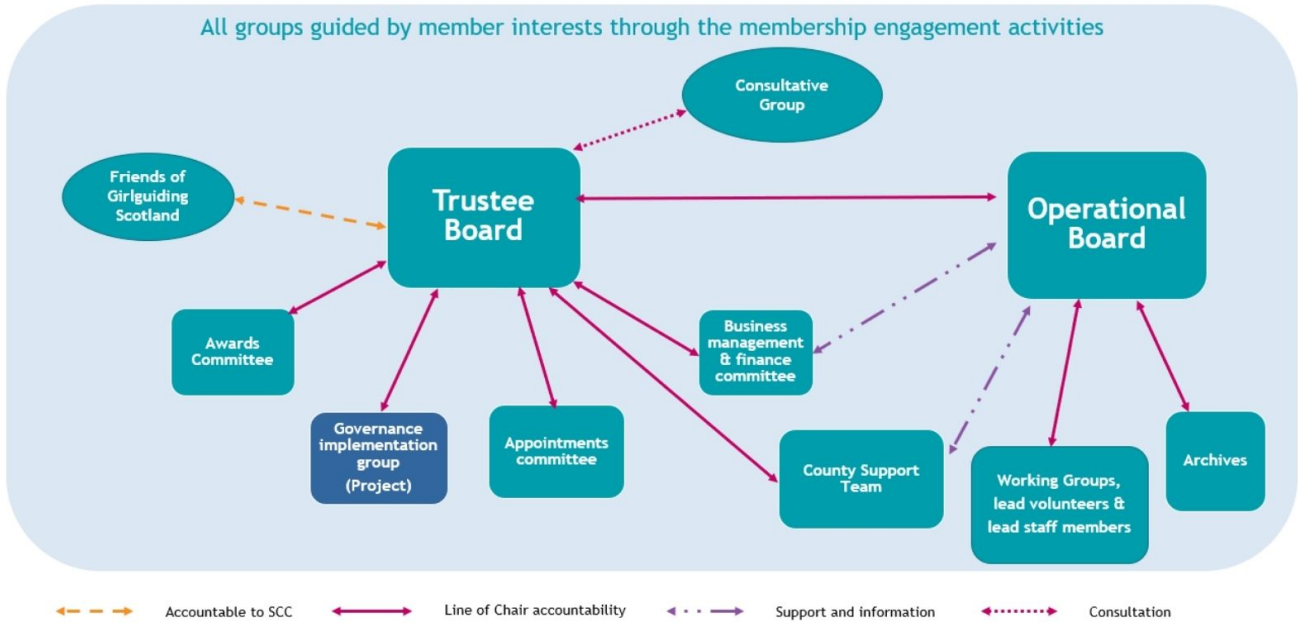
Guides are girls aged 10-14. Guides have an exciting and varied programme designed to inspire and challenge girls. What you do in Guides is up to you, from taking part in lots of exciting activities at regular meetings to special events and trips away.

### Rangers - We explore more

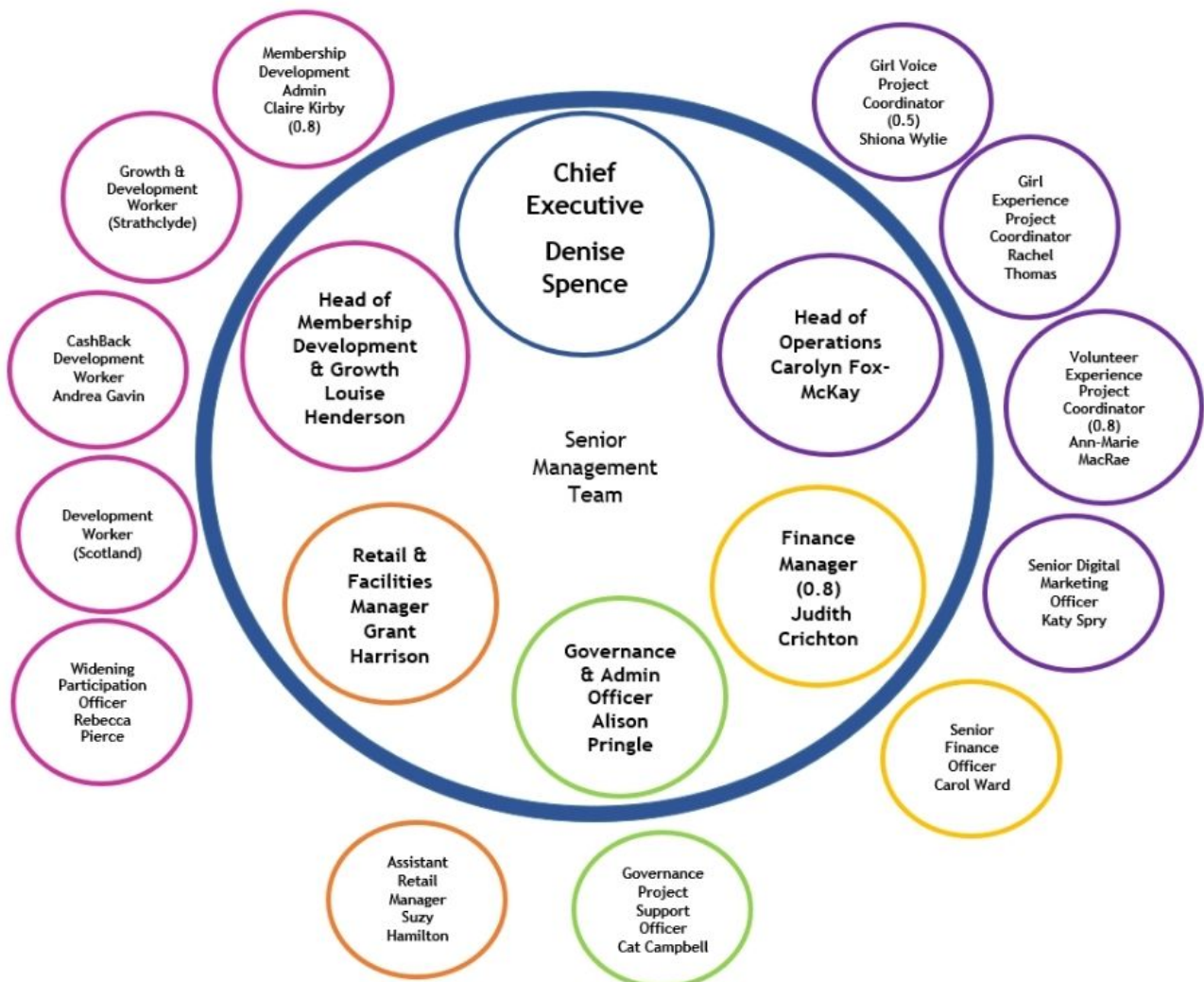
Rangers is a new section for girls aged 14-18 (replacing The Senior Section for those 14-25). Rangers offers young women the opportunity to develop their skills and abilities activities and opportunities for personal development.

# About Girlguiding Scotland cont.

## Our governance structure:



## Our staff structure:





## This role

The role of the Safeguarding lead volunteer for Girlguiding Scotland sits in the county support team. The county support team exists to provide support to counties across Scotland in a variety of ways, including when safeguarding concerns are raised.

You'll be the key link to the Safeguarding team at Girlguiding Headquarters. You'll have case management oversight of all safeguarding concerns, allegations and disclosures in Scotland. The role will help make a difference to the lives of girls all over Scotland by supporting leaders and commissioners when safeguarding concerns have been raised.

This role is suited to someone who is aged 18+ who has been active as a volunteer for at least a year and would like to support other volunteers.

### Your profile:

- You'll have strong personal and digital communication skills to support volunteers effectively
- You'll have the ability to maintain professional boundaries in the role and to communicate that to the volunteers you're supporting
- You'll have a willingness to learn and develop your skills as you go
- You'll have an ability to maintain confidentiality and keep shared information secure
- You'll work well within a team by responding promptly, asking for help and being able to raise issues as needed
- You'll be resilient, capable and willing to deal with challenging situations, (you will get support with this)
- You'll have a willingness to collaborate with Girlguiding staff and volunteers
- You'll have an ability to build and strengthen relationships with a diverse range of people

### Reporting and accountability:

This role will report to the Safeguarding team at Girlguiding headquarters and you will work with the Girlguiding Scotland county support team to ensure the Scottish Chief Commissioner, Girlguiding Scotland trustees and relevant staff have an awareness of cases, emerging trends and themes.

### 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:

- Collaborate and agree case management actions with the Girlguiding safeguarding team
- Frequent liaison with Girlguiding headquarters team to overview all open cases and agree next steps and outstanding actions
- Work with Girlguiding Scotland trustees (through the county support team) and the staff team at Girlguiding headquarters to meet reporting requirements
- Ensure the Scottish chief commissioner and trustees have awareness of safeguarding cases and current emerging trends and themes
- Facilitate the chief commissioner to maintain impartiality and objectivity regarding cases
- Offer support and guidance to a team of safeguarding assistants. Safeguarding assistants will have the responsibility for case and investigation management
- Provide support to volunteers in Scotland who will be asked to undertake difficult conversations, by coaching and mentoring
- Advise on local communities and any emerging challenges
- Work with safeguarding officers at Girlguiding HQ to reflect and learn from challenging and successful cases, sharing learning as appropriate
- Advocate safeguarding amongst the membership
- Proactively engage with A Safe Space trainer to share updates and learning to make local training relevant

### Anticipated time commitment

The Safeguarding lead volunteer should be able to commit to approximately 10-12 hours per month to liaise with all the relevant teams

## What you'll get from this role

You'll have support from the Girlguiding's Safe Practice department, other UK Safeguarding lead volunteers, the Scottish chief commissioner team, Girlguiding Scotland's county support team and staff team as well as access to relevant training opportunities, to



help you succeed in the role.

You will be part of a small friendly team of volunteers and staff members who are passionate and committed to supporting guiding. By providing this behind-the-scenes support will upskill local commissioners to enable them to feel confident in supporting their leaders when concerns arise.

You will have the opportunity to develop transferrable skills in leadership, team working, problem solving and communication. You'll build skills in supporting and advising on how to resolve safeguarding concerns in the voluntary sector.

### 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.

### What qualifications do you need?

- To start, you'll need to have been active as a volunteer for at least a year
- You'll need to have completed, or be willing to complete, Levels 1, 2, 3 and 4 of Safe Space
- Evidence of recent practical application of safeguarding practice
- Have held a role in Girlguiding beyond unit level, or the ability to demonstrate knowledge of Girlguiding volunteer structures
- Understanding of confidentiality, GDPR, consent, mental capacity and other relevant legislation - having or being willing to learn the key differences in relevant Scottish legislation pertaining to safeguarding and be willing to ensure these are included in pertinent UK policies and procedures
- Access and proficient ability in use of IT
- You'll also need to complete or be willing to complete the following e-learning: Mental Health and Inclusion and Keeping Information Safe

### How to apply

If you want to have an informal chat please get in touch deputy Scottish chief commissioner Gail [dscgcf@girlguiding-scot.org.uk](mailto:dscgcf@girlguiding-scot.org.uk). To apply for this role, email [web@girlguiding-scot.org.uk](mailto:web@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, Safeguarding lead volunteer, 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 29 March 2022.**