

Girlguiding Scotland

**Lead volunteer – financial
compliance**

Role description and information



Girlguiding
Scotland

girlguidingscotland.org.uk

About Girlguiding Scotland

Girlguiding Scotland is the leading charity for girls and young women in Scotland. Thanks to the dedication and support of our amazing volunteers, we are active in every part of Scotland.

We show girls from 4 to 18 a world of possibilities big and small. One where every girl can laugh and learn and be herself.

Girlguiding is what each girl wants it to be. It might be the thrill of doing something for the first time. Songs around a campfire. The buzz of getting a new badge. Coming home exhausted and full of stories. It's a space where she can be herself, get creative, explore, and most of all have fun.

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.

Rainbows

Rainbows welcomes all girls from 4 to 7 years old coming together to play, learn and have tons of fun in a colourful, safe space.

Brownies

Brownies welcomes all girls from 7 to 10 years old for non-stop fun, learning and adventure.

Guides

Guides is a relaxed, welcoming space where girls can have fun, learn and be themselves with good friends from 10 to 14 years old.

Rangers

Rangers is a space where girls from 14 to 18 can get together to have fun, learn more, give back, hang out, and just be themselves.

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. Our volunteers help us in all sorts of ways, from running and supporting units, through to county and national roles. Our mission at Girlguiding Scotland is to inspire and empower girls all across Scotland and our volunteers are key to achieving this.

We're looking for a volunteer to join our new county support team at Scottish level and take the lead on supporting counties to ensure all local entities are financially compliant. This role works alongside staff in the governance team and may also involve liaising with Girlguiding and /or OSCR.

As the leading charity for girls and young women in Scotland, it is important to us that our governance structure includes people with different skills, knowledge and lived experiences, so that they have a broad range of opinions and we value everyone's contribution.

We really encourage you to think about putting yourself forward for this exciting role or if you know someone who would be great at this please encourage them to apply! By volunteering at a national level, you'll ensure that Girlguiding Scotland's strategy is fit for purpose and will impact the lives of thousands of girls across Scotland.

Please take some time to read through the pack to learn more about becoming a Girlguiding Scotland volunteer and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

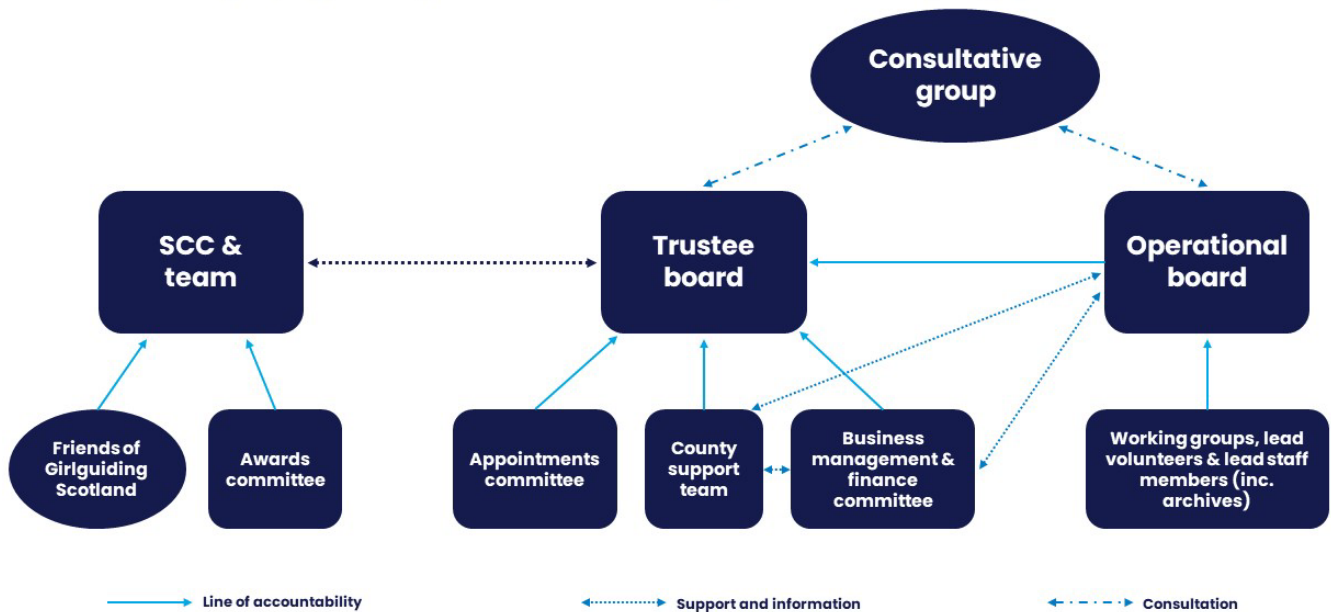
Best wishes,

Lyndsay Strang

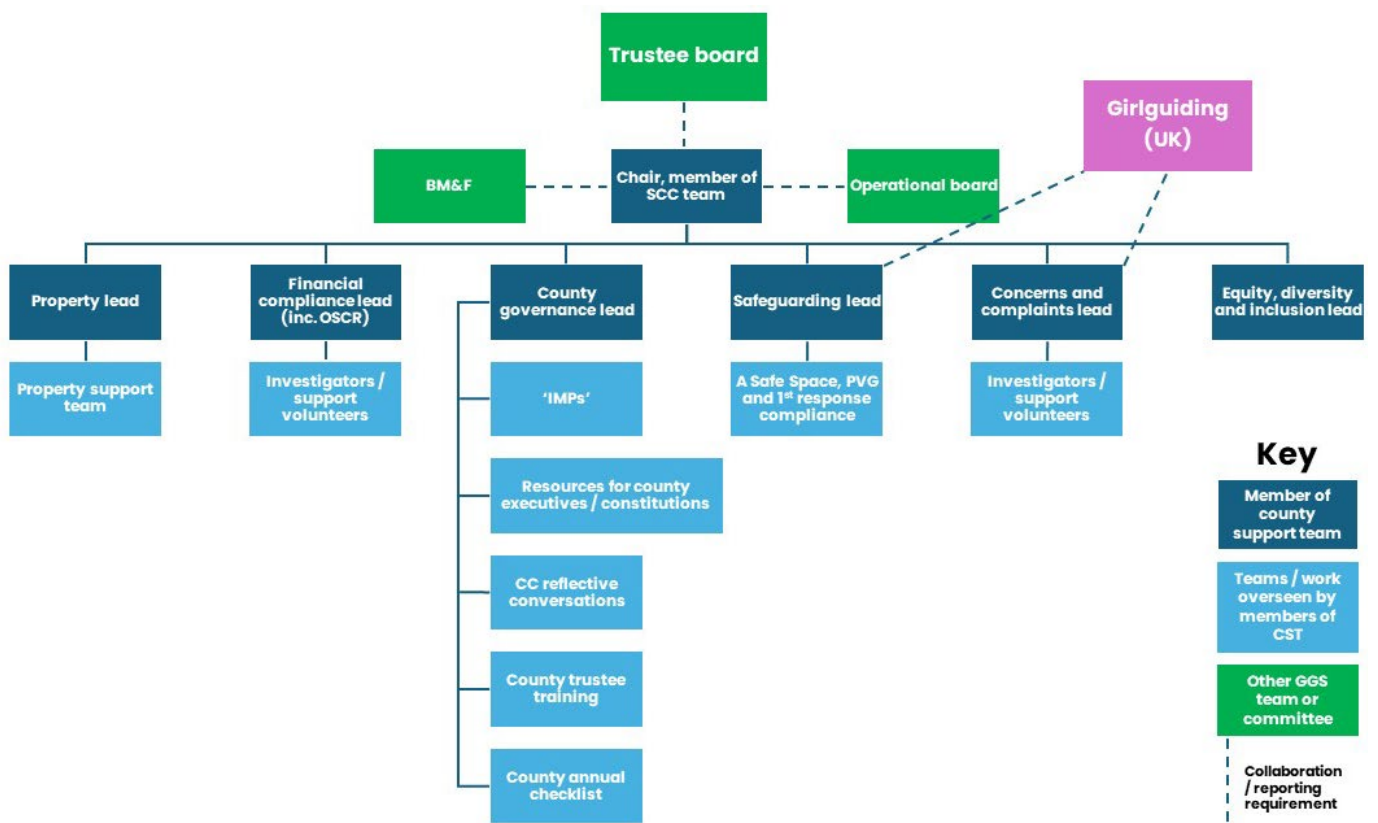
Assistant Scottish Chief Commissioner

Our governance structure

All groups guided by member interests through the membership engagement activities



County support team structure



The role

As a member of the County support team the main purpose of the role is to provide guidance to counties in order to support their units, districts and divisions to comply with the Girlguiding financial policy and with any other relevant external regulation and legislation.

Responsibilities

- Champion compliance and good practice across Scotland in relation to financial compliance.
- Work with the staff team to ensure that there is reliable, and relevant guidance available for counties, divisions and districts to support them with financial compliance in their area.
- Act as the main volunteer contact for specific concerns raised relating to aspects of finance, assisting local areas to resolve individual cases following Girlguiding guidance for handling these situations (may recruit a pool of volunteers to help with case work).
- Work with staff to ensure that concerns and queries raised are logged.
- Work with the staff team to oversee the rates of compliance for those Girlguiding levels registered as charities and provide support to counties so they can address any issues that are identified.
- Work with the Scottish volunteer training team to ensure there is training on offer for units, districts, divisions, and counties on budgeting as well as good practice in managing accounts.
- Ensure website guidance is relevant and kept up to date
- Support each county to ensure it has a robust system in place for the effective checking of all accounts in line with Girlguiding policy.
- Establish and coordinate a network for county treasurers and help county commissioners, as needed, to recruit volunteers to these roles.
- Proactively engage with county treasurers as a group through social media forums and by convening meetings online to discuss best practice, sourcing additional input as required to advise them.
- Attend and contribute to meetings of the Girlguiding Scotland county support team, usually held online 4 times a year.

Induction, training and support

All of our volunteers are given an in-depth induction to the work of Girlguiding Scotland and to their role. You will be supported to gain more knowledge of Girlguiding's financial policies and procedures

The role will work with staff in the governance and finance teams.

We will continue to provide support and development opportunities throughout your time in the role.

Practicalities

Principles of 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 our 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.

Your profile

At Girlguiding Scotland, striving to be an inclusive and impactful organisation is at the heart of what we do. We recognise that being a great volunteer isn't just about the skills that you can bring to the table, but also the unique perspectives that come from your background and life experiences.

The key skills and attributes that we're looking for in this role are:

- Ability to enthuse others of the reasons why financial compliance is important
- Competence in being able to assist local areas with cases of non-compliance with sensitivity and diplomacy

- Confidence and understanding of matters related to finance and an open approach to seeking further advice and support for specialist queries
- Capacity to be proactive and involved in building relationships with key volunteers and staff to facilitate the work between meetings – this may involve liaison with Girlguiding and /or other Scottish committees and groups.
- Excited to be part of the national team striving to provide support to all Scottish counties to help them strengthen their effective management of local guiding
- Ability to think of the bigger picture for the benefit of members and potential members across Scotland
- Approachable and open minded, and able to work with others
- Committed to [our values](#)
- Demonstrate effective communication skills both verbal and written
- Ability to sustain engagement with individual cases over an extended period of time

We're for all girls and we want Girlguiding Scotland to be a safe and welcoming space for every person that wants to join us. Our volunteers should be as diverse as the girls that we support and inspire which is why we encourage applications from people of all backgrounds. In particular, we would welcome applications from people with disabilities and individuals from ethnic minority groups.

If you need support to help you apply, or need this information in a printed or other format, please let us know in advance so that we can ensure appropriate arrangements are made.

How to apply

If you would like to have an informal chat, please get in touch with Cat Campbell by emailing cat@girlguiding-scot.org.uk, who can arrange for you to speak with Lyndsay Strang, assistant chief commissioner, and chair of the county support team and/or Denise Spence, CEO.

To apply

Please email the governance team on governance@girlguiding-scot.org.uk with your full name, membership number, and the names and contact information for two referees. At least one should be a member of Girlguiding, preferably someone with county level experience.

In addition to providing this information please also answer the two questions below.

Q1. Why are you interested in this role? (500 words max)

Q2. What knowledge, skills and experiences can you bring to the role? (500 words max)

Please include the role title (Lead volunteer for financial compliance) in the subject line of the email.

The deadline for applications is **31 August 2024**.

Please note that as part of the recruitment process, we will look at your GO record to check role history, training, qualifications, and awards.

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 with Cat Campbell, governance team leader on 0131 609 0203 to discuss how we can support you.