

Governance Coordinator

**Reports to Governance & Compliance
Manager**

35 hours per week

**£24,000 – 25,500 per year depending on experience
(Full time, permanent contract)**



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.

The Role

Main areas of responsibility

You will help to ensure that Girlguiding Scotland's governance structure is professionally supported and able to fulfill its charitable obligations. You will also provide administrative support to the Scottish chief commissioner team and chief executive.

Support to Scottish governance

Working in partnership with chairs of boards and committees provide secretariat support to:

- the operational board
- the appointments committee
- the Girlguiding Scotland consultative group
- the awards committee (working with the admin support volunteer)
- Friends of Girlguiding Scotland (FoGGS) and the archivists network

This includes drafting agendas, collating, formatting, and proofing papers, minute taking, preparing and updating action logs. You will also be required to prepare for meetings by collating information, liaising with paid and voluntary colleagues across the organisation and conducting research on relevant topics as required.

Support for countries/local guiding

- Support local guiding with effective use of Girlguiding's CRM database

Support for the Scottish chief commissioner and her team

- Administrative support for the recruitment, appointment and onboarding of county commissioners
- Support to deliver county commissioner training and events
- Administrative support for recruitment, onboarding, and induction across Scottish level volunteer roles
- Maintaining accurate records for all appointment holders, including updating the CRM system.
- Coordinating the Scottish Chief Commissioner team shared diary
- Providing administrative support to the Scottish chief commissioner and her team, including some diary management

Support for the chief executive

- Provide administrative support to the chief executive, including diary

management

General

- Dealing with routine IT issues raised by colleagues
- Dealing with general enquiries by telephone and email
- Managing practical arrangements for meetings taking place online or at SHQ
- Supporting the maintenance of the organisational risk log
- Championing the effective use of SharePoint and Teams across Girlguiding Scotland
- Ensuring that relevant staff guidance documents are up to date
- Providing cover for the governance & compliance manager and the compliance coordinator when they are on leave
- The role will undertake any other duties that may reasonably be required to fulfil the duties of this post

Person Specification

Skills	
Comprehensive administrative skills	Essential
Excellent written and verbal communication	Essential
Good interpersonal skills with a high degree of discretion and professionalism	Essential
Keen attention to detail	Essential
Excellent organisational, time management and prioritisation skills	Essential
Microsoft 365 proficient, including Teams, Outlook, Word, Excel, and PowerPoint	Essential
Experience of...	
Supporting senior colleagues, including dealing with confidential and sensitive information	Essential
Working with databases and/or CRM systems	Essential
Supporting governance structures, ideally within the third sector	Essential
Experience of, or interest in Girlguiding	Desirable
Working with volunteers	Desirable
Planning and delivering events	Desirable
Personal qualities	
Commitment to the values of Girlguiding Scotland	Essential
A confident self-starter who acts on their initiative	Essential

Employment Details

Contract type

This is a permanent, full-time role.

Location

At Girlguiding Scotland we have adopted a hybrid work model that supports a blend of in-office and remote working. Staff have the option to work from home up to three days per week, although flexibility is required to meet business need. We're based at Girlguiding Scotland HQ, 16 Coates Crescent, Edinburgh EH3 7AH.

Salary

£24k - £25.5k per year depending on experience

Travel expenses will be paid in line with Girlguiding Scotland's travel and subsistence policy. A laptop and any other equipment required will be provided for business use. We're open to flexible working and this can be discussed with your line manager on a case-by-case basis.

Working hours

Hours of work will be 35 per week usually worked Monday – Friday, 9am – 5pm. This post requires regular evening and weekend working, for which time off in lieu (TOIL) will be available.

Holiday entitlement

39 days inclusive of bank holidays and office closures (pro-rata for part-time staff).

Probationary period

The post will be subject to a probationary period of 3 months.

Notice period

The notice period required by both parties, following a minimum 3-month probationary period, is either 1 calendar month or 1 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 a Basic Disclosure check. The cost of this will be covered by us.

How we value our people

Learning and development

We are committed to supporting our staff through a variety of methods including coaching, e-learning, and individual courses. There is scope to apply to be supported to obtain further qualifications relevant to the role. This is likely to be supported with time and a modest contribution to course fees, repayable to Girlguiding Scotland if you leave before a specified date.

Flexible working

We are committed to ensuring that our staff have a good work-life balance and we are happy to offer flexibility where possible, whilst balancing business need.

Contributory pension scheme

In addition to the government's auto enrollment pension, we offer a generous organisational pension, including an employer contribution of 10% of your basic salary.

Volunteering support

Staff who volunteer within Girlguiding or with other recognised organisations are entitled to 5 days of paid volunteering leave each year (pro-rata for part time staff).

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 our application form [here](#) and send it to recruitment@girlguiding-scot.org.uk.

If you would like to have a conversation about the role before applying please call Cat Campbell, governance and compliance manager on 0131 609 0203.

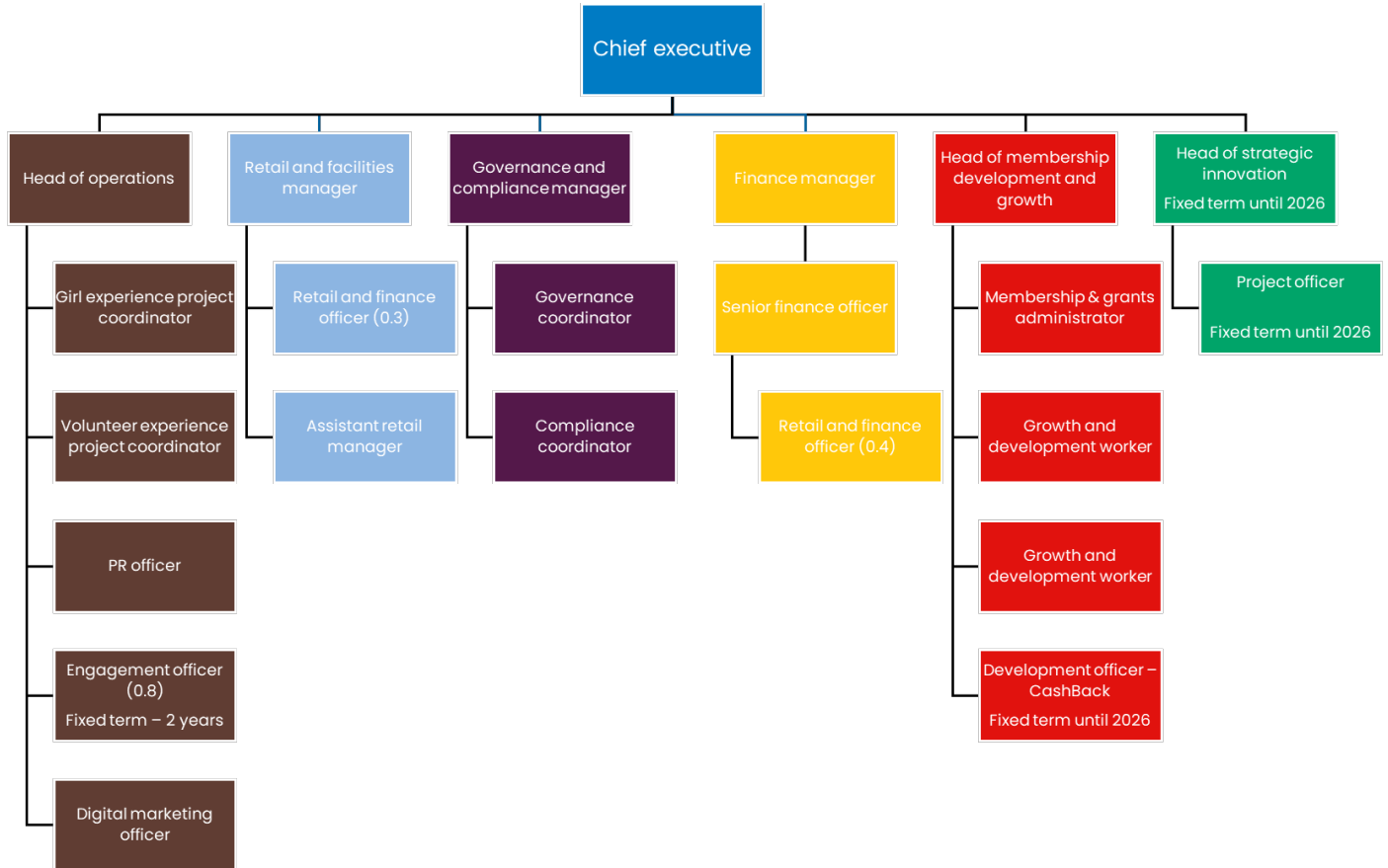
The closing date for applications is 11.59pm on Thursday 17 October. Please note applications received after this date will not be considered.

Interviews will take place on Wednesday 30 or Thursday 31 October.

Girlguiding Scotland values inclusivity, so we welcome requests for support or reasonable adjustments during the recruitment process. If you need any support to complete your application or with any other part of the recruitment process then please get in touch on 0131 609 0203 to discuss how we can support you.

Additional Information

Our staff structure



Our governance structure

All groups guided by member interests through the membership engagement activities

