

Project officer

Reports to Head of strategic innovation

35 hours per week

£27,000 – £29,000 salary per year depending on experience

Fixed term contract until March 2026



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

Overall purpose

- The main purpose of this role is to support delivery of the Transformational Leadership Project, which is an innovative project designed to increase our volunteers' skills and confidence in leadership roles.
- We are now ready to begin a number of pilot projects and are looking for a new member to join our team to make that happen! These pilot projects include a range of activities including developing resources, delivering trainings/events and putting in place communication campaigns – all with the purpose of supporting our volunteers to enjoy their roles and work effectively in them.
- The role reports to the Head of Strategic Innovation, and the postholder will work with staff and volunteers across all teams.
- The role sits as part of the Strategic Innovation team which develops and delivers innovative projects which support our organisational strategy and are recognised as having the potential to transform Girlguiding Scotland.

Main areas of responsibility

Supporting project delivery and administration

- Provide effective support for project delivery to an agreed timeline and budget. This will involve scheduling and coordinating activity across a range of different project work-streams.
- Support development and delivery of the project's monitoring and evaluation plan and ensure project delivery is tracked against key objectives using qualitative and quantitative measures.
- Utilise project planning tools to oversee project progress.
- Identify and escalate risks to successful project delivery as they emerge.
- With support from the Head of Strategic Innovation, complete project paperwork for the operational board processes including project pitches, budgets, risk assessments, and evaluations.
- Organise and attend meetings, create agendas, take succinct minutes and distribute these.

Working with project stakeholders including staff and volunteers

- Build strong relationships with project stakeholders (eg staff members in other teams, volunteers working at Scottish and more local levels across the

organisation) to ensure collaboration and successful project delivery. This will involve meeting with them online or in-person as required.

- Recruit and induct volunteers for projects and roles under the Strategic Innovation area.
- Support membership engagement activities to help inform project plans and ensure that we are member-led.
- Respond to queries from members about the project.

Supporting communication activities relating to the project

- Share regular project updates with internal stakeholders to an agreed reporting format, allowing wider staff and volunteer teams to see how the project is progressing against targets.
- Contribute to the internal promotion of the Transformational Leadership Project via social media, digital communications and Girlguiding Scotland meetings and events.

Additional Information

- You may also be asked to undertake any other tasks that may reasonably be required to fulfil the duties of this post.
- You may occasionally be required to travel across Scotland and/or to attend meetings or events in the evenings and weekends. Overtime is not paid, but TOIL (Time Off in Lieu) is available.

Person Specification

Skills	
Ability to build positive working relationships with a variety of stakeholders, using influencing, communication and negotiation skills	Essential
Excellent communication and presentation skills	Essential
Active listening skills	Essential
Ability to solve problems as they occur	Essential
Strong organisational skills with the ability to prioritise effectively	Essential
Ability to work independently and as part of a team	Essential
Attention to detail	Essential
Computer literate, with a good working knowledge of Microsoft Office including Outlook, Teams, Word, Excel, Powerpoint	Essential
Experience of...	
Undertaking and using quantitative and qualitative data collection to inform the direction of work and evaluate project success.	Essential
Successfully delivering project targets and outcomes	Essential
Supporting online and face-to-face meetings, including tasks like creating agendas and minute taking	Desirable
Working closely with volunteers	Desirable
Personal qualities	
Commitment to the aims and values of Girlguiding	Essential
Commitment to equity, diversity and inclusion	Essential
Flexible can-do attitude	Essential

Employment Details

Contract type

This is a full-time post until March 2026.

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, but we are also open to discussing remote working for this role. We're based at Girlguiding Scotland HQ, 16 Coates Crescent, Edinburgh EH3 7AH.

Salary

£27,000 – £29,000 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.

Working hours

Hours of work will be 35 per week usually worked Monday to Friday, 9am – 5pm. You will at times be required to work additional hours – including evenings and weekends – for which time off in lieu (TOIL) will be available. Overtime is not paid. We're open to flexible working and this can be discussed with your line manager on a case-by-case basis.

Holiday entitlement

39 days inclusive of bank holidays and office closures

Probationary period

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

Notice period

The notice period required by both parties. After successful completion of the probationary period the notice period will be 4 weeks or 1 week for each complete year (up to a maximum of 12 weeks), whichever is 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 five days of paid volunteer leave a 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](#), and once complete send it to recruitment@girlguiding-scot.org.uk.

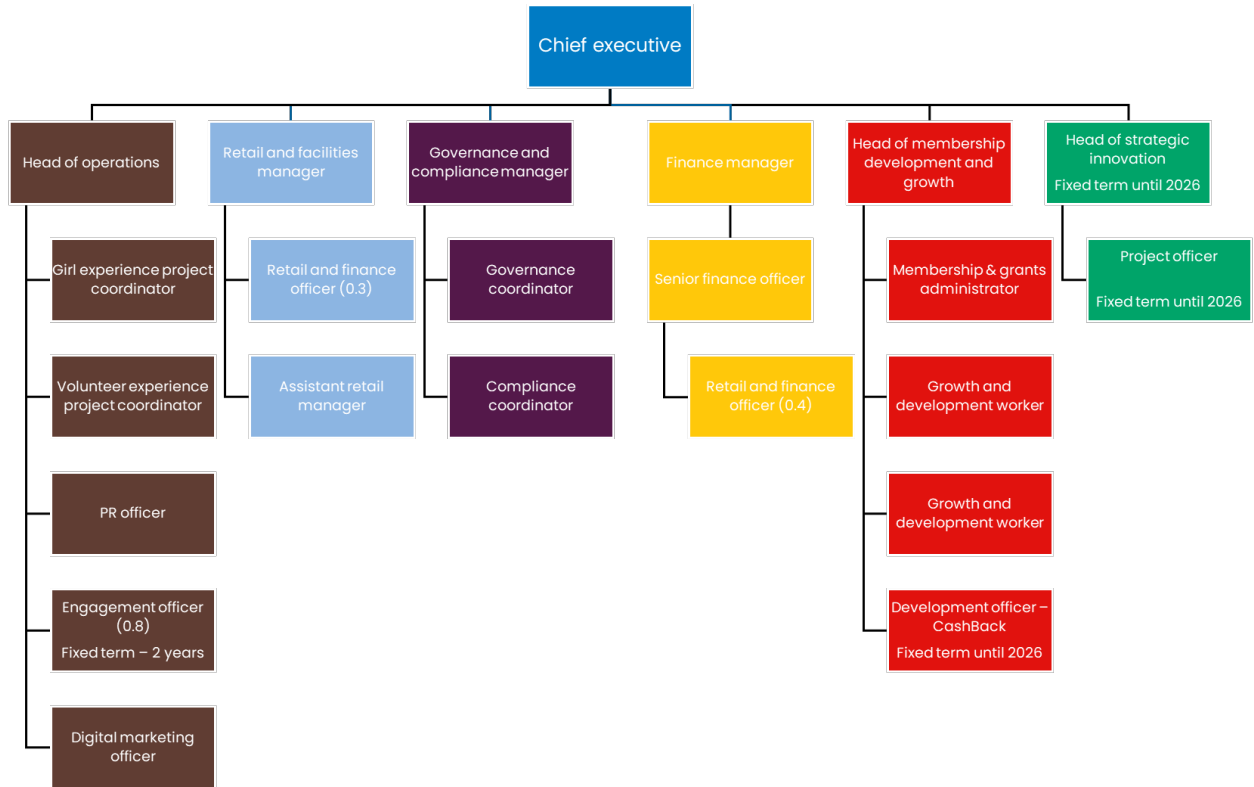
If you would like to have a conversation about the role before applying please get in touch by emailing recruitment@girlguiding-scot.org.uk.

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 be held on Monday 28 and Tuesday 29 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

