

# **Girlguiding Scotland trustee**

## **Role description and information**



**Girlguiding**  
Scotland

[girlguidingscotland.org.uk](https://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 – all our units are powered by them! Our volunteers help us in all sorts of ways, from running and supporting units, through to county roles, to being trustees. 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 new member trustee to join our board. A Board of Trustees is the group of individuals responsible for a charity's governance and setting and overseeing the strategy. They ensure the organisation is administered effectively, and accounts for its activities and outcomes.

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

**We'd really encourage you to think about putting yourself forward for this exciting role.** By volunteering as a trustee, 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 trustee and all the benefits it might bring you personally and professionally, as well as the impact your input could have on the organisation.

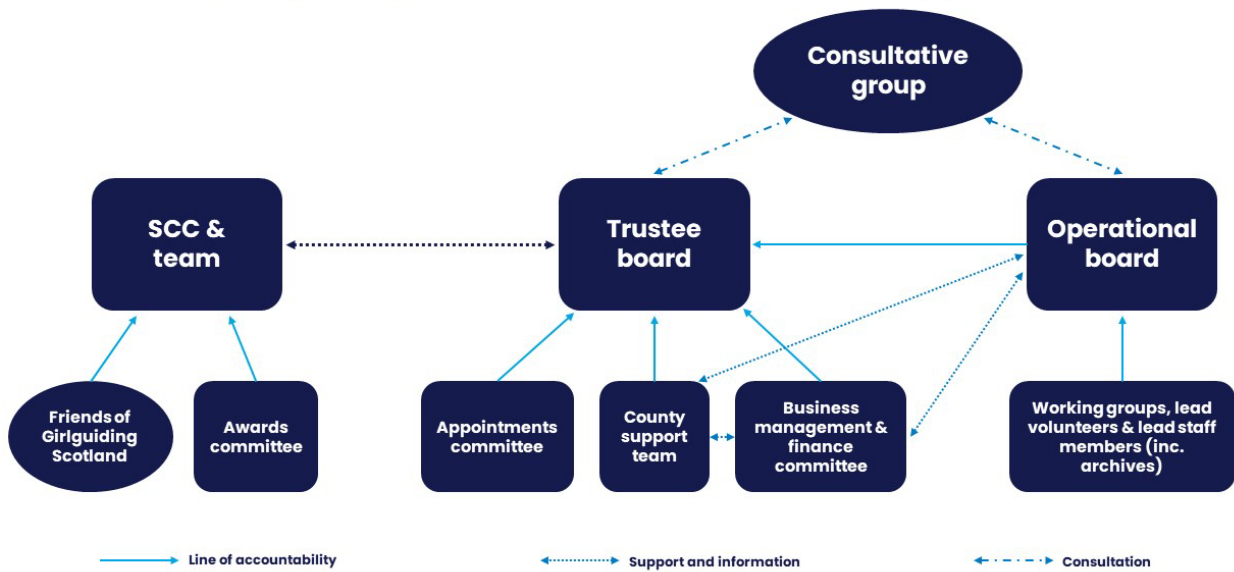
Best wishes,



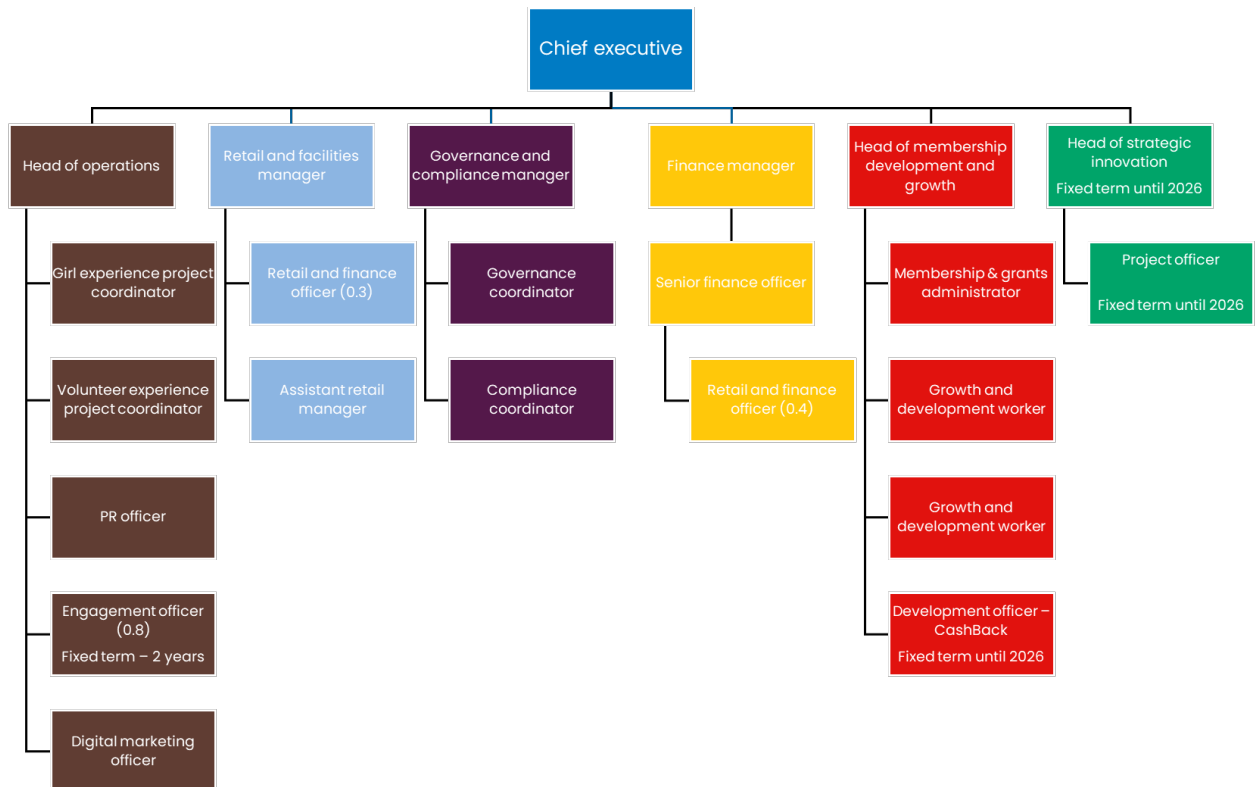
**Elaine Rough**  
**Scottish Chief Commissioner**

# Our governance structure

All groups guided by member interests through the membership engagement activities



# Our staff structure



# Why should I become a trustee?

Being a trustee brings lots of opportunities and there are many reasons why people take on the role.

If you're passionate about making a difference, then this could be the role for you! As a Girlguiding Scotland trustee, you'll have the opportunity to use your skills, knowledge and experience to support our work. You'll make a difference to the lives of thousands of girls.

The trustee board focuses on the strategy and performance of Girlguiding Scotland ensuring we continue to develop in response to member needs. Currently the main focus for our work is on providing a motivating and rewarding volunteer experience so that we can build capacity to enable more girls to join Girlguiding in Scotland, thereby ensuring we can sustain the organisation for the future.

Being a trustee brings lots of opportunities to learn and develop your own skills, both personally and professionally, we've listed some of them below.

- **Leadership:** You'll experience different leadership styles and hone your own leadership skills further.
- **Strategy:** You'll explore data, evidence, and forecasting to help to develop and oversee the delivery of ambitious strategies for Girlguiding Scotland.
- **Governance:** You'll be part of a board demonstrating what good governance looks like, being proactive in compliance, legislation, regulation, and safeguarding our reputation.
- **Network:** Being a trustee gives you an opportunity to work with a wide range of other people, volunteers, and staff, and can help you develop or expand your network by working with people from diverse professional and personal backgrounds.
- **Knowledge and skills:** You can further develop your knowledge and skills in areas such as business management, financial acumen and risk management.
- **You:** You'll participate in respectful debate, critical thinking, and values-led decision-making, and dedicate your knowledge and skills to an important cause.

Being a trustee with us may be particularly useful to help you develop relevant skills and knowledge if you aspire to lead teams, to have a leadership role in business, or to sit on other boards in the future.

## The role

- As a trustee, you will contribute to shaping the future direction for Girlguiding Scotland and be responsible for ensuring the charity meets all legal obligations.
- We are looking for a trustee who is an existing member of Girlguiding.
- You must be eligible to serve as a trustee of a charity, including being aged 18 or over at the time of appointment. Find out more [here](#) about who can be a trustee. We encourage applications from young adult members.
- As a trustee you will be an active member of the trustee board, which is chaired by the Scottish chief commissioner (our most senior volunteer). The board is responsible for the governance and overall effective management of Girlguiding Scotland. The trustee board ensures that Girlguiding Scotland works within the legal, charitable, and financial requirements of a charity, meets regulatory requirements and promotes good practice.

## Induction, training and support

- All of our trustees are given an in-depth induction to the work of the board and introductions to fellow trustees, other senior volunteers and staff members. Participation in the induction programme is a necessary part of becoming a trustee. We can arrange for an experienced trustee to be your 'buddy' for your first months of working with us.
- We know that for a number of trustees, joining our trustee board may be the first time that they've held a role like this. Training will be provided to ensure that all trustees are able to fulfil their roles and responsibilities.
- We will continue to provide support and development opportunities throughout your time as a trustee. We have a trustee review and development framework in place, offering opportunities to develop your knowledge and skills. Trustees are asked to take part in regular review meetings with the chair of the board.

## Practicalities

- There are usually 4 board meetings a year (these are generally held as hybrid meetings face to face in Edinburgh and remotely) plus a residential weekend. Meetings are usually held on a Saturday, with the occasional evening meeting.
- There may be instances when additional meetings are required to discuss specific topics. These will often be held via online meeting.
- Trustees are also encouraged to attend 1 or 2 meetings of the Girlguiding Scotland consultative group each year – there are usually 3 meetings of the group each year, 1 in-person meeting on a weekend day and 2 online evening meetings.
- Expenses for travel and subsistence may be claimed. We can provide the resources that you need to undertake this role.
- You will need to set aside time to prepare for meetings by reviewing papers and carrying out further research as requested. Meeting papers are usually circulated around 2 weeks before the board meeting.
- There could be an opportunity for you to lead a project or be a member of a working group on a specific topic. You may be invited to attend other meetings or events relevant to your role.
- Most of our trustee roles are for a period of 3 years with a possible extension, however, we can offer flexibility around the length of term – we realise that some people may not wish to commit to joining our board for a period of 3 years.

## 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 trustee 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 our trustees are:

- Confident to speak up and ensure your views are heard
- Capacity to be proactive in reviewing papers and considering views before meetings
- Excited to be part of shaping the future and responding to challenges
- 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](#)

In this round of trustee recruitment, we are looking for applications from people who are currently members of Girlguiding and who can offer skills and experience in 1 or more of the following areas:

- Equity, diversity and inclusion, which may include lived experience
- Marketing, communications, and stakeholder engagement
- Commercial acumen
- Active in networks across Scottish civic society or experience in influencing others
- Environmental sustainability

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 trustee board should be as diverse as the girls that we support and inspire which is why we encourage trustee applications from people of all backgrounds. In particular, we would welcome trustee applications from young adult members, 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, governance and compliance manager on [cat@girlguiding-scot.org.uk](mailto:cat@girlguiding-scot.org.uk), who can arrange for you to speak with Elaine Rough, Scottish chief commissioner and chair of the trustee board and/or Denise Spence, chief executive.

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 via email or on 0131 609 0203 to discuss how we can support you.

## To apply

Please email [cat@girlguiding-scot.org.uk](mailto:cat@girlguiding-scot.org.uk) with your full name, membership number, and the names of 2 references (who should be current members of Girlguiding, for example a leader that you've worked with and your local or county commissioner). Please make sure to include the role title 'trustee' in the subject of the email.

In addition to providing your personal details, please also answer the 2 questions below.

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

**Q2.** What skills and experiences do you have to offer? (500 words max)

The deadline for applications is **11.59pm on Friday 31 January**.