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| **Non-executive Director Girlguiding Trading Board**  Closing date: 9am, Monday 2 June 2025 |

**Girlguiding Trading Board Non-executive Director**

**Application pack**

Closing date: **9am, Monday 2 June 2025**

Girlguiding to let candidates know if they’re shortlisted for interview:   
**by 4 June 2025**

Interviews will be online on **11 June 2025**.

**Welcome**

**We’re looking for a Girlguiding member to join the Trading Board as a non-executive director. Could it be you?**

We’re seeking a Non-executive Director between 18-27,-years-old from within the Girlguiding membership to join the Girlguiding Trading Board. This is a brilliant opportunity for a member to take their passion for guiding to the next level, gaining hands-on experience of how boards work and developing key leadership skills in a supportive environment. No prior experience of being a non-executive director is needed – the most important qualities are curiosity, enthusiasm and a willingness to ask questions and learn.

As a Trading Board member, you’ll make your ideas and influence count at board meetings and stakeholder events. We have a board development programme and also offer a buddy system to welcome you and help you benefit from shared experience and perspectives.

This is an exciting time to join the Trading Board, as we progress our strategy. As a Non-executive Director, you will be responsible for providing leadership and support to our senior executive staff by providing clear strategic direction for the trading company and ensure everything we do maximises our financial returns, in a sustainable way, and supports our overall mission to empower girls to be free to be themselves and make a positive difference in the world. We know that diverse boards make better decisions, so it’s really important to us that we have a variety of perspectives and experiences.

At Girlguiding, we want everyone to feel welcome and have an equal sense of belonging. We’re proud to welcome people from all backgrounds including disabled people, LGBTQ+ people, people of colour and those of all religions or philosophical beliefs and none.  Our Non-executive Director roles are open to anyone who thinks they have the required skills and can contribute as a Non-executive Director.

I hope what you read in this pack inspires you to put yourself forward and tell us why you want to contribute to the work and future of Girlguiding. We can’t wait to hear from you!

**Jill Mclaughlin**

Chair of the Girlguiding Trading Board & Girlguiding Trustee

**About Girlguiding**

Our strategy and our goals

In 2020, Girlguiding launched its strategy designed to increase our impact and build the foundations so that more girls can access and benefit from a Girlguiding experience. Our strategy relies on our strategic pillars:

An unrivalled, girl-led experience

We want to offer experiences so fun, accessible and empowering that they inspire more girls, young women and volunteers to join than ever before. So, we put girls at the centre of everything we do. Every decision we make, big or small, should be led by our girls and young women.

Rewarding and flexible volunteering

We want all volunteers to enjoy their time with us. We want volunteering to be flexible so it’s easier for people to give their time. So, we’re creating opportunities that fit around people’s lives. This will give more people the opportunity to share their talents and deliver great guiding to reach more girls and young women.

An inclusive and impactful organisation

We want Girlguiding to have an even bigger impact and influence on local communities and across the UK. So we’re finding fresh and exciting ways to welcome new girls and volunteers to make sure our community develops to reflect the world around us. We’re making more people aware of Girlguiding by proudly telling the world about our amazing achievements and hero girls’ voices.

Every year in our Girls’ Attitudes Survey we ask over 2,500 girls and young women aged 7 to 21, both inside and outside of guiding, to tell us how they feel about their everyday lives.

This survey reveals that Girlguiding girls are up to 28% more confident on average than girls in UK.

**About the role and the   
Girlguiding Trading Board**

Girlguiding Trading, which is a wholly-owned trading subsidiary company of Girlguiding, is based in Altrincham, Cheshire, with an annual turnover of circa £7.5 million and a team of circa 50 people. Led by the Head of Trading, its operations cover multi-channel retail, procurement, operations, warehousing and customer service.

The Head of Trading is part of the overall Senior Leadership Team of Girlguiding and reports to the Finance & Commercial Director. The Head of Trading has a number of direct reports: Administration Manager, Commercial Finance Manager, Facilities Manager, Buying and Promotions Manager, Change Programme Buying manager and Warehouse Manager.

Our key activities are to:

* Provide resources, clothing and equipment for members of Girlguiding.
* Produce and ensure easy access to guiding gifts and products.
* Generate a surplus (‘profit’) to support Girlguiding’s statement of purpose – to help girls and young women develop to their full potential and make a difference to the world.
* Provide a source of information to volunteers, parents and carers, girls and young women.

Learn more about the [Girlguiding Trading team.](https://www.girlguidingshop.co.uk/about-us/)

**On the Trading Board**

We have up to 9 Non-executive Directors (NEDs) which includes the Chair of the Trading Board. Membership is drawn from both inside and outside Girlguiding.

The Trading Board meets at least 4 times a year with a mix of weekday and weekend meetings. In addition to the Trading board, you may be asked to support internal working groups and represent the organisation externally for around 4 meetings each year. All NED's support the change programme groups.

As a Non-executive Director, you would serve up to a 3 year term of office, with a possible second term following a review of performance and a consideration of the balance of skills and expertise needed on the board at that time. We choose all our board members based on a person specification and a skills matrix which reflects the needs of good governance in general and Girlguiding in particular.

**Term in office**

This is a voluntary role with a time commitment of around 8 to 10 days a year, which includes reading and prep time. It breaks down roughly as:

* Attending 4 main Board meetings a year (virtual or face to face), and occasional 4 extra meetings. Face to face meetings are held in Altrincham, Cheshire and London.
* Participating in some of Girlguiding’s work, like sitting on a recruitment panel or attending some of our events. Ideally, you’d allow 3 or 4 days a year for this.

All appointments are for an initial 3 year term, with the possibility to renew for another 3 years after the first term.

**The Trading Board’s responsibilities**

Terms of reference

The board has overall responsibility to:

* Provide clear strategic direction for Girlguiding Trading (the Company).
* Ensure that, as directors of the Charity’s subsidiary, the board acts in the best interests of the parent charity (Girlguiding) to maximise financial returns and income for the Charity.
* Ensure the long-term financial viability of the Company, approve the annual accounts.
* Contribute to the appointment, support and professional development of the Head of Trading.
* Provide oversight of the strategic performance of the Company and the delivery of its objectives and targets.
* Fulfil its duty to reinforce the accountability of the Company to the Charity.
* Ensure that directors fulfil their duties and responsibilities for the effective governance of the Company.
* Regularly review major risks and ensure these are managed and mitigated appropriately by the executive staff team.
* Provide oversight of the Company’s impact on the environment and the communities where it operates.

The role

As a Non-executive Director – and collectively as a board – you must:

* Attend board and committee meetings.
* Contribute actively to the board’s work and decision-making.
* Decide policies affecting Girlguiding’s staff, volunteers and members.
* Oversee Girlguiding’s trading activities, including risk management and management of the company’s resources.
* Contribute to setting the trading company’s strategic direction and priorities.
* Make sure that trading company meets its legal obligations.

**Person specification**

Please read this alongside the ‘Girlguiding Trading Board terms of reference’. As a Non-executive Director, you must operate and contribute within these terms.

Knowledge and experience

* Relevant external skills or experience from a professional, educational or community background.
* An interest in learning about the legal duties, responsibilities and liabilities of directorship and how the Trading Board operates.

We’re looking for a range of skills and experience relevant to our strategic objectives. In particular, we’re seeking candidates with experience in e-commerce, commercial procurement, warehouse logistics and appropriate commercial experience.

Skills and abilities

You don’t need to be an expert – what matters is your potential and willingness to contribute. Key attributes include:

* Curiosity and confidence to ask questions and seek understanding.
* Good independent judgement and the ability to challenge ideas constructively.
* An ability to think creatively and strategically.
* The ability to represent Girlguiding internally or externally and a willingness to build and use networks on behalf of Girlguiding.
* An ability to work effectively as a member of a team while contributing an independent perspective.
* Strong communication skills and the ability to interpret information.

Personal style and attributes

* A commitment to Girlguiding’s aims and objectives, and a proactive interest in and enthusiasm for shaping the future of Girlguiding.
* A willingness to give your time and effort to prepare for and attend board and other relevant meetings.
* Openness to learning and a growth mindset.
* A commitment to Nolan’s seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* You must be at least 18 years old.

We want to complement the skillset of our existing Board of Directors, so in this recruitment round we’re looking to recruit a current member of the Guide Association, aged under 30 years old on appointment. This reflects our commitment to involving young members from across our movement and providing meaningful opportunities for them to develop skills, gain experience and help shape our future.

**How to apply**

To apply for this role, please complete the application form and diversity monitoring form, and send them to [governance@girlguiding.org.uk](mailto:governance@girlguiding.org.uk).

We’re looking to get a sense of who you are, why you want to be one of our Non-executive Directors, and what skills and experience you would bring to the role. The diversity monitoring form is not treated as part of your application.

In the application form you’ll also need to give details of 2 referees who can tell us about your skills, experience and suitability for this role. These could be people you’ve met through work, study, volunteering or other means. We’ll get in touch with them for relevant candidates after the interview stage.

* Your CV (no more than 3 sides).
* A covering letter that sets out your motivation for applying for this appointment, and why you think your skills and experience make you suitable.

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| --- |
| Name: |
| Address: |
| Email address: |
| Telephone number: |
| Girlguiding membership number: |

I have written a personal statement as detailed above and am emailing it with this form to [governance@girlguiding.org.uk](mailto:governance@girlguiding.org.uk)

I confirm that I am aged 18 or over.

**Referees**

Please give details of 2 referees who can tell us about your ability to contribute to the committee’s work and be strategic at a committee level. Your referees can be from inside or outside Girlguiding. We’ll ask for references for relevant candidates after the interview stage.

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| Name: |
| Address: |
| Organisation: |
| Position in organisation: |
| Relationship to you: |
| Telephone number: |
| Email address: |

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| Name: |
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| Organisation: |
| Position in organisation: |
| Relationship to you: |
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| Email address: |

**Selection timetable**

We recommend you send us your CV and supporting information as soon as possible- as we reserve the right to close vacancies at any time, once we’ve had enough applications.

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| **Application closing date** | **9am, Mon 2 June 2025** |
| Shortlisted candidates notified for interview | By 4 June 2025 |
| **Interviews by Teams (to be confirmed)** | **11 June 2025** |
| Appointment start date | 1 July 2025 |
| **Attendance at first Trading Board meeting** | **16 July 2025** |

##### Expenses

We’ll pay all reasonable expenses (including childcare) for you to come to an interview for this role.

##### Diversity

##### Girlguiding helps girls and young women to reach their potential, whatever their ability or background.

We apply this principle across our organisation and we’re committed to promoting equality and diversity through our recruitment processes. We value the differences that a diverse board or committee can bring to the charity.

We’re fully committed to eliminating unlawful and unfair discrimination. It’s our intention not to discriminate on the grounds of race, gender, disability, nationality, religion, age, sexual orientation, family status or any other irrelevant factor.

Please fill in our diversity monitoring form and return it by email to

[governance@girlguiding.org.uk](mailto:governance@girlguiding.org.uk). It will help us understand more clearly who applies for our vacancies and help us improve our practices.

We’ll separate information in the form from your application. It won’t be part of the shortlisting process. We won’t use if for any other purpose than for diversity monitoring.

Thank you