



Application form

Adventure Project Coordinator

Fixed term contract until October 2022

£28,500 + £3,500 Location Allowance (LA)
per year (rising to £30,000 + LA per year in
your first year with us)

London

Closing date:
Thursday 21 October 2021 at 9am

We've signed the
time to change
Employer Pledge
let's end mental health discrimination



WE DISCOVER, WE GROW

Girlguiding

Welcome

Thank you for your interest in joining our team.

This is a really exciting time to join Girlguiding. We have much to be proud of in our one hundred years of history, but we know that to remain vibrant and relevant to young people we must continually evolve.

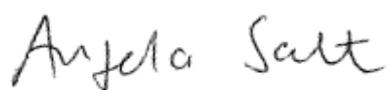
We have begun a process of significant change: transforming the organisation so it can meet the challenges of the future by putting young people at the heart of our organisation. We are on a mission to amplify the voices of girls and young women, so they can champion change in their own lives and the wider world; to build strong partnerships that can increase our reach and impact; and to increase the support we offer our amazing adult volunteers who deliver incredible experiences to young people across the UK every week.

The Girlguiding strategy is clear. We will deliver an unrivalled girl-led experience, provide rewarding and flexible volunteering opportunities and be an inclusive and impactful organisation. At the core of our strategy is that we work together as one team regardless of the role we have or where we are. We are looking for skilled, passionate people to help us enable even more girls and young women to fulfil their potential.

Girlguiding values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. Girlguiding is proud to be part of the Stonewall Diversity Champions programme, a member of the Business Disability Forum, and a member of Time to Change. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.

I am proud and humbled to be chief executive of this great charity with our mission of supporting girls and young women to thrive and make a difference in our communities and across the world. I hope you feel inspired to apply to join us.

Warmest wishes,



Angela Salt OBE
Chief Executive



About Girlguiding

Girlguiding is the leading charity for girls and young women in the UK.

Thanks to the dedication and support of our amazing volunteers, we are active in every part of the UK, giving girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. We build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.



Rainbows - We have fun

Rainbows are girls aged five to seven (four to seven in Northern Ireland) and follow a programme called the Rainbow Jigsaw, through which they can take part in lots of different activities with girls their own age.

[See more of what Rainbows do.](#)

Brownies - We do cool stuff

Brownies are girls aged seven to ten who become a member of a Six and follow a programme called the Brownie Adventure. Brownies opens up a world of exciting challenges and the opportunity to try new things and to make brilliant friends.

[Learn more about Brownies.](#)

Guides - We make things happen

Guides are girls aged 10 to 14 who are given the chance to explore their individual skills and abilities and try out new challenges as part of a team. Girls can get involved in anything from adventure sports to performing arts, travel and taking part in community action projects.

[Discover more about Guides.](#)

Rangers

Rangers are girls aged 14 to 18 who follow a programme of interest badges, skills builders, and awards. Girls can take part in amazing challenges, travel the world, and develop skills across our six themes.

[Explore more about Rangers.](#)

Girlguiding's Strategy

Girlguiding exists to help girls and young women find their voice and build skills and confidence - inspiring them to discover the best in themselves and empower them to make a positive difference in their community.

Between school, social media, friendships, and relationships - there's a lot going on for girls today. Not to mention the future, the planet, education, and what jobs might be around in few years' time.

That's why Girlguiding is more important than ever.

In 2018 and 2019, Girlguiding asked 50,000 members of our community - girls, volunteers, staff, parents, and partners - to tell us what they wanted for our future. From this, we've made Girlguiding's Strategy.

It's created from a real picture of the challenges Girlguiding's facing, as well as its potential.

Shared goals for Girlguiding

Let's create exceptional experiences for girls and young women

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're going to keep putting girls at the centre of everything we do. Every decision we make, big or small, should be led by our girls and young women.

Let's develop a rewarding and flexible volunteer experience

We want volunteering to be flexible so it's easier for people to give their time. So, we're going to create 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.

Let's be more inclusive and make a bigger impact

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

And let's get the basics right

The best way to do brilliant things, is by getting the basics right. We're going to build solid foundations, including: Strong structures and processes, empowering girls to lead the way, new ways of working.

[Find out more here](#)

Girlguiding's structure

Girlguiding breaks down into gradually smaller groups that deliver good guiding for their area. All guiding units and areas are charities in their own right.

Nationally, we're overseen by our board of trustees. Our chief executive heads Girlguiding's national staff team and is responsible for ensuring that the work they do follows the direction agreed by the trustees. The team is spread across several sites.

- Girlguiding Headquarters in London.
- Our activity centres in Hampshire, Sussex, Lancashire, Derbyshire and London.
- Trading Service in Altrincham, Cheshire.

Governance

Girlguiding UK is a member led organisation, established as a charity by Royal Charter in 1922. We are led by our board of trustees, which includes our chief guide and our membership is represented by our Council members.

For more information on our trustees, council and Chief Guide team see:

[How we are run](#)

For more information on our accounts see:

[2020 annual report and financial statements](#)

[Our profile on the Charity Commission website](#)

The role

Overall purpose

- To develop and deliver adventure-based opportunities for girls, as part of the development of the full girl offer.
- To coordinate the development of the youth facing awards offer (including DofE, Queens Guide award, and other youth facing awards and permits), outdoor and international opportunities; elements that allow girls and units to take part in adventurous activity.

Main area of responsibility

- To research, scope, write and develop opportunities, activities and resources as part of an exciting and varied adventure and outdoor offer for girls and young women, as well as reviewing existing content to ensure the opportunities for adventure as part of the youth offer remain relevant.
- To coordinate and engage with project contributors, including girls, internal staff, volunteers, external partners, funders and providers, using a variety of communication methods, to deliver projects on time and to budget.
- To use project management skills, including time management and numeracy, to coordinate adventure opportunities for girls, including content development processes, risk assessment, internal and external copy editing, input from freelancers, proofreading and managing expert partner involvement.
- To maintain all project work logs, oversee inboxes and phone lines, organise and coordinate project budgets and process expenditure, providing detailed reporting information on the status and progress of the work to the Adventure Project Manager.
- To identify, report and escalate risks in the development of your projects, proactively consider solutions and propose these to the Adventure Programmes Manager for decision.
- To ensure opportunities, youth facing awards, activities and resources are engaging, age appropriate, have documented agreed aims and learning outcomes and are in line with Girlguiding house style guidelines and quality standards.
- To creatively consult with young people on activities and resources to ensure that Girlguiding adventure opportunities are girl-led and relevant to the needs of young members.
- To proactively build positive professional relationships with all stakeholders using strong communication, influencing and negotiation skills, ensuring that they are interacting with the project effectively and constructively sharing feedback in agreed timeframes.
- To collect and analyse quantitative and qualitative feedback data following testing of all activity or resource content with volunteers and young members and make recommendations for amendments to the Adventure Programmes Manager.
- To communicate our quality standards and manage the expectations of freelancers, sponsors and stakeholders, ensuring input is timely and appropriate and updating them on the progress effectively.
- To coordinate the DofE award at a UK level, working with DofE HQ to coordinate processes relating to the DofE license agreement, and supporting volunteers offering the award to girls at local level.

Additional information

- To undertake any other duties that may be reasonably required to fulfil the duties of this post.
- Minimum of 4 weekends and 6 evenings working is required for which time off in lieu will be given
- This post holder will be required to work in a supervised and at times unsupervised capacity directly with girls and young women as part of consultation, testing and co-creation groups. Therefore, the post holder will be required to undertake an enhanced level criminal disclosure with a children's barred list check.

The person

Criteria	Assessment A,I, T	Essential or Desirable
Skills		
Ability to build positive working relationships with a variety of stakeholders, and use influencing and negotiation skills to ensure their engagement on work is constructive and timely.	A/I	Essential
Excellent verbal and written communication skills.	A/I	Essential
Ability to proactively spot risks and identify innovative solutions.	A/I	Essential
Experience of		
Regular professional experience of working to develop adventurous opportunities young people aged 4-18, supporting the delivery of activities in a charity, arts, heritage, leisure or similar setting.	A/I	Essential
Delivering opportunities to young people that are based around awards such as DofE, or that provide young people with opportunity for adventure or experience of travel.	A/I	Essential
Using a range of project management skills to ensure projects are delivered to set schedules and budgets.	A/I	Essential
Undertaking quantitative or qualitative data collection.	A/I	Essential
Reviewing quantitative and qualitative feedback data, identifying key trends and using them to inform the direction of a project or content.	A/I/T	Essential
Working with partners or freelancers to create activities/resource content for youth audiences.	A/I	Desirable
Budgetary management (>5K)	A/I	Desirable
Knowledge		
A good working knowledge of what makes exciting, fun, age-appropriate and inspirational outdoor or adventurous activities and award programmes for young people which help them develop core skills.	A/I/T	Essential
Varied learning approaches and learning theory and demonstrating this in a non-formal learning context.	A/I/T	Desirable
A practical understanding of diversity and inclusion at work.	A/I	Essential

*A = Application Form I = Interview T = Test

Employment details

Contract type

This is a fixed term contract until October 2022 for 35 hours per week. However, the post holder 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.

Location

You'll be based at Girlguiding, 17-19 Buckingham Palace Road, London SW1W 0PT. Occasionally you may be required to perform your duties from other Girlguiding premises within a reasonable travelling distance of this location. You may be required to travel inside the UK on the business of the charity.

Salary

The salary for the position is £28,500 per year plus £3,500 location allowance. This salary will increase to £30,000 + LA per year in your first year with us.

Holiday entitlement

25 days of paid holiday per year plus bank holidays. This increases after one year of service to 26 days, and then a further one day for every year of service up to a maximum of 30 days after five years of service. This is pro rata for part time and fixed term employees.

Medical and criminal records check

Upon successful appointment you will be required to complete a confidential occupational health questionnaire so we can consider our ability to make any reasonable adjustments where advised.

In addition, certain roles in Girlguiding are judged as exempt under the Rehabilitation of Offenders Act 1974. Where applicable, you may be subject to a Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service and employment is subject to satisfactory receipt of these.

How we value our people

Family friendly policies

Our Family Friendly Policy includes maternity, partner/paternity, adoption and shared parental leave and an enhanced maternity scheme.

Pregnancy at work

We're a member of Tommy's Pregnancy at work. The scheme helps to provide you, as a pregnant employee, and your manager, with the information and support you need to ensure a well-informed working pregnancy.

Flexible Working

We're committed to supporting you to achieve a good work-life balance and offer a number of flexible working options - wherever we reasonably can.

Flexi time

Flexi time applies where you accrue additional hours to complete pieces of work. Time accrued in one quarter can be taken by the end of the following quarter.

Time off in lieu (TOIL)

TOIL applies where the requirement to work is known, recorded, and approved ahead of it occurring e.g. a committee meeting, an event etc. Time accrued in one quarter can be taken by the end of the following quarter.

Leave (Holiday)

Annual leave is 25 days a year and increases by one day for every year of service up to 30 days. You can buy up to five more days' holiday a year through our flexible benefits package.

Girlguiding or Other Volunteer Leave

Choose to take either Girlguiding or other Volunteer leave, or a mix of the two, up to five days in a calendar year.

Career break

With three years' service you can apply for a career break of between three months and one year.

Pension

Join our Group Personal Pension scheme when you've been with us three months - you contribute 5%, and we contribute 10%. We'll automatically enrol you into our Workplace Pension Scheme - you contribute 5% and we contribute 3%, and you can switch after three months with us.

Life Assurance

We provide two times your pensionable salary if you die. If you're in our Group Personal Pension Scheme or the Workplace Pension Scheme, your next of kin receive four times your pensionable salary. Eligibility is while you are employed with us and up to age 70 years.

Interest free season ticket loan

On completion of probation, you can take out an interest-free season ticket loan up to a maximum of £10,000 a year.

Cycle to Work scheme

We offer the opportunity to hire a bike and accessories from a minimum of £100 to a maximum of £1,000.

Assisted study

We're committed to continual learning and development and recognise that it's essential you have the skills you need to help us achieve our strategic objectives.

Professional subscriptions

On completion of probation, you can apply for reimbursement for one annual professional subscription relevant to your role.

Employee Assistance Programme (EAP)

Our EAP is free and confidential, offering independent help, information and guidance to you and your immediate family 24/7. It also offers up to eight counselling sessions.

Healthcare

You'll be able to participate in an employer paid Healthcare Cash Plan. The plan provides cash to part cover costs of medical, dental and optical care.

Flu vaccination

We offer an annual flu vaccination to all staff.

Eyesight tests

On completion of probation, and where you regularly use a laptop for work, you're eligible for a free eyesight exam every two years. And we'll contribute £55 towards spectacles.

Gym discounts

Discounts offered at over 3000 gyms, health clubs, leisure centres, and yoga studios.

Retail discounts

You get a 10% discount on goods at our Girlguiding shop, and 20% discount at our training and activity centres; along with a range of retail, entertainment, and other discounts.

Flexible benefits

We recognise that a diverse workforce means that some benefits appeal more to some staff than to others, and so we've introduced a degree of flexibility on individual choice of benefits. You'll have quick and easy access to benefits via an app.

Salary exchange

We're extending salary exchange across more of our benefits and you'll be able to benefit from the tax savings.

Contractual status of our benefits

Benefits do not form part of the contract of employment and are subject to change at the discretion of the organisation.

How to Apply

Please email your CV with the completed [declaration, and supporting statement](#). A diverse workforce is important to us, and for this reason, we request that you complete our [diversity monitoring form](#), which is kept entirely separate from the recruitment process. The closing date is **Thursday 21 October 2021 at 9am**. Please return by email to hr@girlguiding.org.uk.

It is important that you submit all of the above documents with your CV, including the declaration form, supporting statement and diversity questionnaire. We will consider only those applications that include these completed documents.

We ask that you submit your CV and supporting information as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.

Candidates shortlisted will be invited to attend interviews on the week commencing **Monday 1 November 2021**. Interviews will be held remotely during the pandemic.

Unfortunately, we are unable to give feedback to candidates not shortlisted for interviews. We do provide verbal feedback upon request to candidates interviewed.

Girlguiding values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. Girlguiding is proud to be part of the Stonewall Diversity Champions programme, a member of the Business Disability Forum, and a member of Time to Change. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.