



County Administrator

Application Pack

£17,842 per annum, pro rata

12-24 hours per week

Closing Date: Friday 20 August 2021 at
5pm



Welcome

We are really pleased that you are interested in joining our team. This is a really exciting time for Girlguiding North West England.

While Girlguiding's young members may be female only, we welcome applicants from any gender and background. We hope that, after reading the application pack, you feel inspired to join us.

About Girlguiding

Girlguiding is the leading charity for girls and young women in the UK and the largest female-focused charity, with over 350,000 members who are active in every part of the UK; delivering over 24,000 guiding meetings a week that give 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. Through these weekly meetings, our girls and young women are exposed to fabulous age-appropriate opportunities.

Our youngest group, called Rainbows (girls aged five to seven; four to seven in Northern Ireland), take part in lots of different, fun activities such as exploring the wider world through interactive games and unique events.

Brownies are girls aged seven to ten. Being a Brownie opens up a world of exciting challenges and the opportunity to try new things such as camping adventures and once-in-a-lifetime events, like sleeping overnight at Chester Zoo.

Guides are girls aged 10 to 14 who are given the chance to develop their individual skills and abilities, to explore their attitudes and develop their personal opinions, and to try out new challenges as part of a team. Guides can get involved in anything from adventure sports to performing arts, travel and taking part in social action projects. Guides also have an annual pop concert just for them called the BIG GIG!

Rangers offers young women aged 14 to 18 the opportunity to develop their skills and abilities through a flexible and inspiring programme. Our oldest youth members are offered a huge variety of challenges, activities and opportunities for personal development, including overseas development projects, young leadership and advocacy.

Girlguiding is made up of nine Regions and countries, of which Girlguiding North West England is one.

About Girlguiding North West England

Girlguiding North West England is made up of 17 counties, from the top of Cumbria to the bottom of Cheshire and across to Wirral and Merseyside. It also includes the Isle of Man.

The charity is led by key volunteers who work together to deliver the strategy, supported by a staff team based at our Region Headquarters in Preston.

Our Commitment to Girls

We will empower more girls to find their voice and be their best through high-quality, girl-led programmes, delivered by inspirational leaders.

Our Vision

An equal world where all girls can make a positive difference, be happy, safe and fulfil their potential.

Our Values

Caring **Challenging** **Empowering** **Fun** **Inclusive** **Inspiring**

The Role

Overall Purpose of the Role

To provide support to volunteer members, to enable them to provide opportunities for girls and young women to develop their potential.

To have responsibility for the general administration for a number of Girlguiding North West England's counties; delivering a comprehensive support service to volunteer members in these areas, under the leadership of the Membership Systems Coordinator.

Main Areas of Responsibility

- Providing support to county volunteer members; providing information and advice to enquirers and undertaking administrative duties when required.
- Providing comprehensive support to the lead volunteers, the County Commissioners, with the day to day administration for the counties.
- Having expert knowledge of Girlguiding's Membership Systems; GO, Join Us, DBS and Subscriptions, and providing systems support to volunteer members.
- Facilitating the new member joining process using Girlguiding's Join Us System.
- Ensuring accurate volunteer member records on County GO.
- Assisting with the organisation of county trainings and events; booking venues, circulating application forms, collecting payment etc.
- Ensuring the administration of all new county volunteer appointments; facilitating the nomination process, arranging inductions, sending out 'Welcome Packs', maintaining records of terms of office and advising the County Commissioner on succession planning dates.
- Monitoring county email accounts, responding to emails and circulating them as required.
- Providing support with bookings for county campsites and properties, as required.
- Preparing for County Executive and other meetings; arranging catering, circulating and preparing paperwork and taking meeting minutes, where possible.
- Producing a range of reports and statistical data for county lead volunteers to support them in their roles.
- Supporting the annual subscriptions process; monitoring the subscriptions site.

- Maintaining effective communication systems with volunteers.
- Providing absence cover for the Region Office team as required.
- Contributing to the efficiency and improvement of the office systems to support effective administration for all areas of county support services, recommending improvements to the Membership Systems Coordinator and implementing any agreed changes.
- Undertaking other duties appropriate to this post as and when required.

The Person

Criteria	Assessment	Essential / Desirable
Knowledge of		
Girlguiding structure, policies and procedures	A/I	D
Membership organisations	A/I	D
Experience of		
Working with or on behalf of volunteers	A/I	D
Working in a customer-focused environment	A/I	D
Skills		
Ability to manage a varied and complex workload and to prioritise issues	A/I	E
Planning and organisational skills	A/I	E
Ability to work accurately and pay close attention to detail	A/I	E
Ability to work proactively and on own initiative to meet set deadlines	A/I	E
Strong knowledge of database structure & data management systems	A/I	E
A logical thinker who can handle difficult enquiries immediately and effectively	A/I	E
Ability to build positive relationships with all stakeholders and the ability to work with and relate to people at all levels	A/I	E
Experience of problem management and able to work under pressure	A/I	E
Ability to investigate problems and provide solutions	A/I	E
Computer literate, with a working knowledge of Microsoft Office, online applications and the ability to use databases	A	E
Excellent verbal and written communication skills	A/I	E
Ability to work as part of a team and ensure effective communication	A/I	E
Values		
Flexible attitude to work	A/I	E
Commitment to the aims of Girlguiding	A/I	E
Understanding of equality and diversity in the workplace	A/I	E
Understanding of the contribution volunteers make to charities	A/I	E

Key: Assessment - A = Application I = Interview

Employment Details

Contract Type

Part time, permanent contract; 12-24 hours per week (this is still to be determined based on the requirements of the counties being supported). Operating flexibly to meet the needs of the strategic plan and the organisation.

Location

The position could be based at home or at Girlguiding North West England's Headquarters, Guiding Road, Preston PR2 5PD. However, you may be required to perform your duties at other locations, on a temporary or permanent basis. You will also be required to travel inside the UK on business of the Association.

Salary/Rate

The starting salary for this post is £17,840 per annum, pro rata.

Working Hours

Normal working hours for the office are Monday to Friday, 8.30am to 5pm, with one hour for lunch, so hours could be worked flexibly around these times and days to meet the needs of the county you would be supporting. There will be occasional requirement to perform your duties at weekends or evenings. Time in lieu can be taken for out of hours worked.

Probationary Period

The post will be subject to a probationary period.

Disclosure and Barring Service Check

This post may involve access to young people and as such it is a requirement under The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 that you may be required to submit a Disclosure and Barring Service check.

Holidays

25 days' paid holidays per annum, pro rata, plus bank holidays.

Notice Period

Following the probationary period, the notice period required by both parties is 4 weeks.

Benefits

Pension Scheme

Upon completion of three months' service you will be eligible to join the Girlguiding Group Personal Pension scheme. The scheme is contributory. Full details are available from Girlguiding NWE.

Employee Supported Volunteering

As an organisation that relies on volunteers, we consider it important to support our own staff to pursue their social action and community engagement interests. Employees who volunteer are entitled to two days of paid volunteer leave a year. If the volunteering is within Girlguiding, this rises to four days.

Further Information

Full terms and conditions will be provided if an offer is made. If you have any questions at this stage, please contact Kelly Hunter on 01772 791 947.

How to Apply

The closing date for applications is 5pm on Friday 20 August 2021. To apply for the role, please complete the application form and return by email to Kelly.hunter@girlguidingnwe.org.uk

Candidates shortlisted will be invited to attend interviews during week commencing 23 August 2021. Interviews will be at Girlguiding North West England, Guiding Road, Preston PR2 5PD.

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