



# Application pack

## Learning, Development & County Coordinator

Staff role

Remuneration – £23,023 per annum  
35 hours per week

Closing date: Friday 29 August 2025 @9am

## Welcome message

We are really pleased that you are interested in joining our team. This is a really exciting time for Girlguiding North West England as we are planning lots of exciting events and activities for our members.

### About Girlguiding

Girlguiding is the leading charity for girls and young women in the UK and the largest female-focused charity, delivering guiding meetings 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**, are girls aged four to seven, they 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.

**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.

The **Ranger** section 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 18 Counties from the top of Cumbria to the bottom of Cheshire and across to the Isle of Man and British Overseas Territories. 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

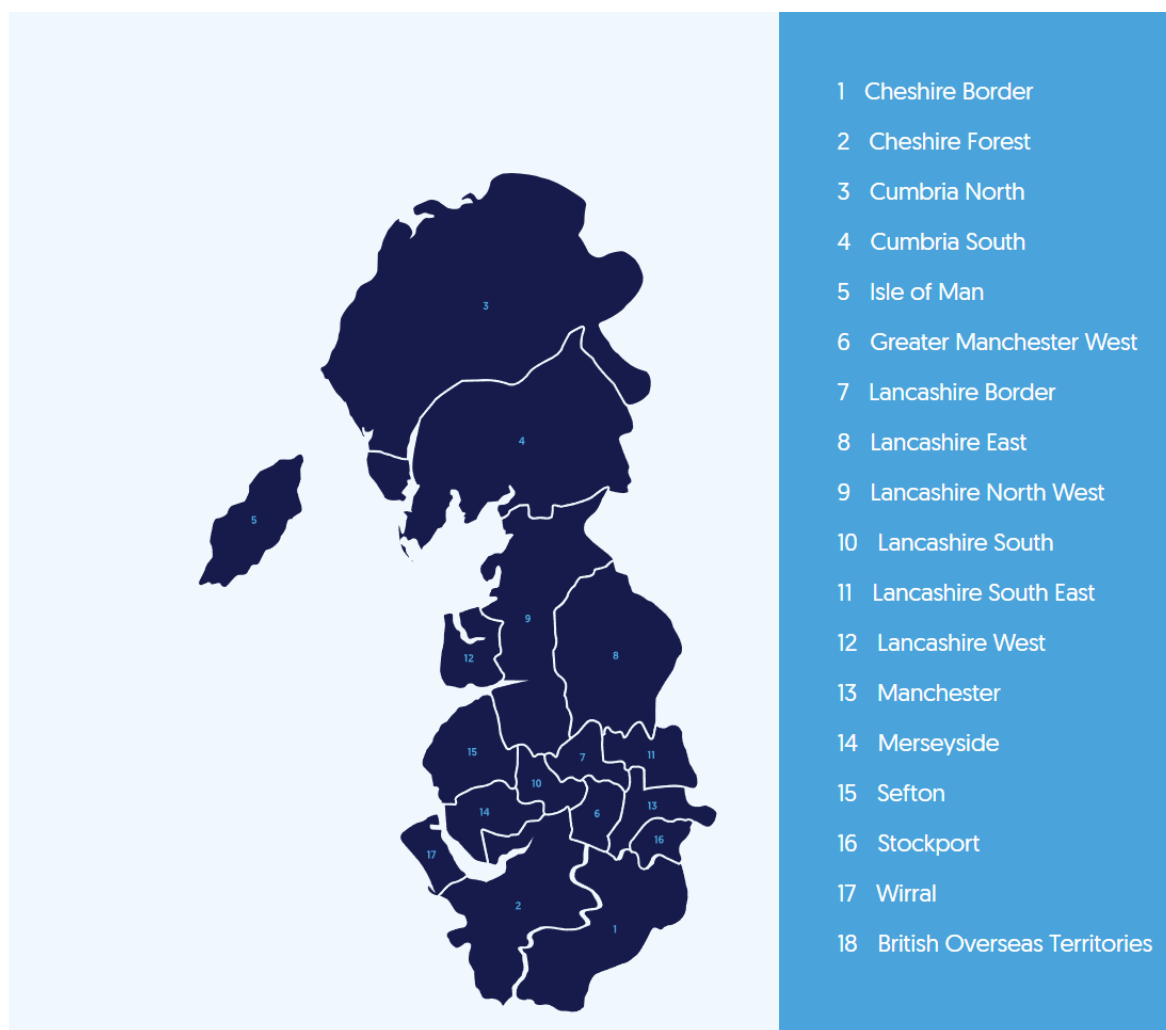
We will empower more girls to find their voice and be their best through high quality, girl-led programmes delivered by inspirational Leaders.

### 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**



Girlguiding British Overseas Territories include Anguilla, Bermuda, British Virgin Islands, Cayman Islands, Falkland Islands, Gibraltar, Montserrat, Saint Helena & Ascension Islands and Turks & Caicos Islands.

# Role description

## Purpose

This role is a key member of a small staff team at the Girlguiding North West England Region Office, which is led by the Executive Manager. This role will provide support to volunteer members, to enable them to provide opportunities for our adult and young members to develop their potential. The position will be line managed by the Head of Rewarding and Flexible Volunteering.

The successful applicant must have excellent verbal and written communication skills. They must be able to build positive relationships with staff and volunteers at all levels and have a working knowledge of Microsoft Office.

## Responsibilities

- Provide support to County volunteer members; providing information and advice to enquirers and undertaking administrative duties where required.
- Providing comprehensive support to lead volunteers, county commissioners, with the day to day administration for the counties.
- Ensuring accurate volunteer member records on GO
- Facilitating the coordination of county and region training and events; booking venues, managing bookings, collecting payments and liaising with trainers.
- Monitoring county email accounts, responding to emails and circulating them as required.
- Providing support with bookings for county campsites and properties as required.
- Producing a range of reports and statistical data for county and region lead volunteers to support them in their roles.
- Supporting the annual subscriptions process for counties
- Work with region lead volunteers to facilitate areas of the region training programme; organising training sessions, responding to enquiries, ensuring volunteer records are accurate.
- Maintaining effective communication systems with volunteers.
- Providing absence cover for the Region Office staff 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 Operations Manager and implements any agreed changes.
- Undertaking other duties appropriate to this post as and when required.

## Additional Information

- The role is based at Girlguiding North West England Region Headquarters, Preston, but the post may require occasional travel to multiple locations both in the North West and across the UK.

#### **Application pack**

- Due to the nature of the work, occasional weekend and out of hours work will be required across North West England, for which time off in lieu will be offered.
- You will be expected to actively promote the Girlguiding North West England vision, mission and values.

This role has no line management responsibility

# Person specification

Skills	Essential	Desirable
Excellent verbal and written communication skills	X	
Excellent administration skills	X	
Computer literate, with a good knowledge of Microsoft Office	X	
Excellent people skills	X	
Ability to work accurately and pay close attention to detail	X	
High level of organisation, ability to work on own initiative	X	
Able to work as part of a team	X	
Ability to positively represent Girlguiding externally	X	
Ability to manage a varied and complex workload and to prioritise issues	X	
Ability to build and maintain positive relationships with all stakeholders	X	
A full driving licence and access to transport		X
Experience of		
Working in an administration role	X	
Working in a customer-focused environment	X	
Working with on behalf of volunteers		X
Membership Organisations		X
Girlguiding UK structures, policies and priorities		X
Values		
Flexible attitude to work	X	
Commitment to the aims of Girlguiding	X	
Understanding of equality and diversity in the workplace	X	
Understanding of the contribution volunteers make to charities	X	

# Employment details

## Contract Type

Full time, permanent, 35 hours per week. Operating flexibly to meet the needs of the strategic plan and organisational needs.

## Location

The position will be based at Girlguiding North West England's Headquarters, Guiding Road, Preston, PR2 5PD. Hybrid working is available, and you may also be required to perform your duties at other locations on occasions. You will also be required to travel inside the UK on business of the Association.

## Salary/Rate

The starting salary for this post is £23,023 per annum.

## Working Hours

The normal working hours are Monday to Friday, 7 hours per day. Start and finish times would be agreed if appointed, but these would usually be between the hours of 8am and 5pm. You may be required to perform your duties at evenings and weekends as required. Time off in lieu can be taken for out of hours work.

## Probationary Period

This post will be subject to a 6-month 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, plus bank holidays (pro rata for part time hours)

## Notice Period

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

## Benefits

- **Pension Scheme** – You will be eligible to join the Girlguiding Group Personal Pension scheme. The scheme is contributory. Full details are available from Girlguiding North West England.
- **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. Staff 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 Cerys Hanson-Jones at [cerys.hanson-jones@girlguidingnwe.org.uk](mailto:cerys.hanson-jones@girlguidingnwe.org.uk).

## Application process

### To apply

- The closing date is **Friday 29 August** at **9am**.
- Interviews will take place on **3 September**, at the Region HQ, Guiding Road, Preston, PR2 5PD.
- To express your interest in the role, return your application and diversity form to Cerys Hanson-Jones at [cerys.hanson-jones@girlguidingnwe.org.uk](mailto:cerys.hanson-jones@girlguidingnwe.org.uk).