

About Girlguiding

With Girlguiding, girls have fun, adventure and the space to discover their potential. Girls can do anything. We help them know that, whether they're 4 or 18 or in between. All girls have a home at Girlguiding – whoever they are, and wherever they are. 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.

About Girlguiding London and South East England

Girlguiding breaks down into gradually smaller groups that deliver good guiding for their area. At the highest level, the UK is split into ten countries and regions. Girlguiding London and South East England is one of the regions of Girlguiding and we are here to deliver and support the business of Girlguiding in the region. The region consists of 19 counties from Sussex, Surrey, Kent, and London, with over 50,000 members. We provide training and support for adult volunteers to enable them to deliver good guiding experiences and share good practice across the region.

This is an exciting time to join Girlguiding LaSER as we are working on our strategy for 2022–2027, reflecting the Girlguiding strategy of 'Today, Tomorrow, Together' to meet the needs of our members in today's society.

About the role:

This is an exciting new role for Girlguiding London and South East England region. We are looking for someone to join the team to play a key role in ensuring that our governance structures are professionally supported and our regulatory responsibilities are completed to a high standard. The postholder will be responsible for supporting our Trustees to fulfil their governance, compliance and best practice responsibilities for the organisation.

In the role you will:

- Provide a professional governance secretariat to the Girlguiding London and South East England trustees.
- Coordinate the work to support teams of volunteers promoting best practice governance in Girlguiding London and South East England counties.
- Ensure general administrative support is provided for the London and South East England chief commissioner and her team.

This role will suit someone who is a governance professional, with experience working within a charity or the not-for-profit sector.

This job is offered on a permanent contract, however the hours to be worked per month will fluctuate depending on the number of meetings that are held.

Enclosed is an example of an annual meeting schedule, showing when meetings are usually held and how workload is spread across the year.

Actual hours worked will be based on the number of meetings held each year. Undertaking the role will equate to 180 hours per year. We expect that the hours worked will be around 12-20 per month.

This is a hybrid role, with the majority of duties being able to be undertaken from home/remotely, however the postholder will be required to attend in-person meetings at least 6 times per year (majority of which are held at our region office). The postholder is also welcome to work from our region office, in Wandsworth, SW12 8SG if it is preferred.

We would also expect the postholder to attend our region office during their Induction period, to meet the team and familiarise themselves with working for Girlguiding London and South East England.

Our trustees are volunteers and as such, the majority of meetings will take place on weekend day (Saturday or Sunday) or weekday evenings.

Responsibilities:

- Provide a professional governance secretariat to the Girlguiding London and South East England trustees.
- To coordinate the work to support teams of volunteers promoting best practice governance in Girlguiding London and South East England counties. This includes developing and maintaining strong systems to support compliance of all entities with Girlguiding policies and procedures and with external agencies such as the Charity Commission.
- This role ensures general administrative support is provided for the London and South East England chief commissioner and her team.
- Governance
 - Provide an effective secretariat to support all formal committees and their subgroups involved in the governance of Girlguiding London and South East England. (c.4 committees, approx. 20 formal meetings per year to prepare for and support)
 - This includes all aspects of the preparation, formatting and distribution of papers as well as accurate and timely production of minutes and action logs.
 - Support the chief commissioner team to develop and maintain robust systems for searching and selecting a diverse range of volunteers to fulfil Girlguiding London and South East England volunteer roles.
 - Oversee induction of all trustees and ensure core induction programme in place for all London and South East England appointment holders
 - Ensure GO records are maintained for all London and South East England appointment holders – their roles and their committee appointments. Notify respective staff and volunteers of appointments accordingly.
- Support to chief commissioner team with counties.
 - Coordinate the nomination process and support the chief commissioner with appointments and induction for new county commissioners
 - Working with the chief commissioner support the ongoing development of a performance framework to assess the extent to which Girlguiding

London and South East England counties are meeting their governance obligations

- Ensure the suite of template county documents is maintained, updated and promoted in a digital format
- Liaise with the learning and development team to ensure adequate training is offered in respect of governance related topics
- Support counties who are merging or who are looking to strengthen their governance
- Lead on liaising with the Charity Commission in respect of detailed processes for mergers and support associated changes to our membership system, GO
- Chief commissioner team
 - Provide a flexible secretariat service to the chief commissioner and individual members of her team.
- Senior leadership team
 - Providing a first point of contact for those wishing to register a concern or complaint with Girlguiding London and South East England.
 - Maintaining appropriate records for effective management of all cases and liaise with Girlguiding and the charity commissioner as needed.
 - Assist with the ongoing management and updating of the risk register and co-ordinate actions required across all teams

Role specifications:

Criteria	Assessment (Application, Interview or Test)	Essential or Desirable
Necessary competencies		
Strong charity governance experience	A, I	Essential
Strong administrative skills with ability to handle work of a sensitive and confidential nature	A, I	Essential
Experience taking minutes at meetings	A	Essential
Excellent writing skills, with the ability to tailor materials to a wide range of audiences	A	Essential
Excellent attention to detail and experience of proof-reading and/or sub-editing	A	Essential
Excellent interpersonal skills, with the ability to communicate clearly and constructively with others and work as a team	A, I	Essential
Ability to train and induct staff and volunteers, as required, to explain good practice in governance	A, I	Essential
Ability to manage and prioritise own workload, highlighting conflicting deadlines as they arise	A, I	Essential
Proficient user of IT products such as Teams, SharePoint, Excel, PowerPoint and membership databases	A, I	Essential
An up to date knowledge of digital and communications best practice	A, I	Desirable

Role dimensions:

Reports to	Region Manager
Reports to	Chief commissioner team and region manager
Salary	£17 per hour (equating to £30,940 per annum, including London Weighting)
Working Hours	<p>Annualised contract – With an expectation that this equates to an average of 12-20 hours per month.</p> <p>The hours will include attending in person meetings held on a Saturday or Sunday (at least 6 per year) and is likely to include attending daytime and evening virtual meetings to accommodate staff and volunteer availability.</p>
Location	<p>Hybrid working arrangements. Meeting preparation and attendance at daytime and evening virtual meetings will be undertaken remotely. In person attendance at 4 – 6 meetings per year. Please note in person meetings will be held on a Saturday or Sunday. Please do not apply if you cannot meet this commitment.</p>
Benefits	<ul style="list-style-type: none"> • Pension (you contribute 5% and we contribute 10%, subject to eligibility) • Life assurance • Interest-free season ticket loan • Cycle to work scheme • Workplace assistance programme • Annual leave – For full time staff our annual leave allowance is 25 days plus the usual 8 public holidays. You will receive an additional payment for your pro-rata annual leave entitlement.

How to apply:

Please email recruitment@girlguidinglaser.org.uk with your CV and a short statement on why you're interested and what you could bring to the role.

Closing date: Midnight 2 December 2024

Interview date: 16 December 2024

Annual Schedule of meetings:

January - Steering meeting (virtual)

End of February/March - Risk committee (virtual)

End of February/March - Finance committee (virtual)

March - Trustees meeting (in-person)

April - Steering meeting (in-person)

May - Risk committee (virtual)

May - Finance committee (virtual)

June - Trustees meeting (in-person)

June - Steering meeting (virtual)

September - Steering meeting (in-person)

September - Risk committee (virtual)

September - Finance committee (virtual)

September - Trustees meeting (in-person)

November - Risk committee (virtual)

November - Finance committee (virtual)

November - Steering meeting (virtual)

November - Trustees meeting (in-person)