

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:

Responsibilities:

- Responsible for managing and supporting large scale projects, events, and trainings taking actions and decisions within a remit specified by the region manager.
- Manage and lead the learning, development & events administrators, girl events administrator, and international events administrator to ensure that region priorities are achieved in a timely fashion.
- Manage and support staff and volunteers in relation to the RSPB partnership and other partnerships as required.
- Organise and attend events, including those for girls and young women and volunteers, when necessary.
- Attend and input into meetings with volunteers (this will involve regular out of hours working for which time off in lieu will be given). This includes being an active member of the senior leadership team (SLT) and reporting on progress against the business plan.
- Collate and distribute information before and after events, entering information on spreadsheets, Microsoft Office 365 and other databases
- Action and implement feedback or requests after meetings from volunteers
- Organise and attend regular team meetings with other staff members and the region manager, providing weekly reports on tasks and deadlines
- Manage and maintain a knowledge of current Girlguiding resources and initiatives
- Keep confidential all relevant matters, including storage and release of data and images, relating to Girlguiding London and South East England
- Implement the region's Health & Safety policy, and to ensure that best practices in Health & Safety are followed
- Carry out such other duties and day to day administration support not detailed above to ensure that administration functions efficiently and effectively

Role dimensions:

Experience	Proven ability in administration and office procedures	Essential
Experience	Successful project planning and management	Essential
Experience	Proven ability in events management	Essential
Experience	Proven experience of handling confidential data appropriately	Essential
Experience	Ability to manage a high volume of tasks	Essential
Experience	Working effectively as part of a team	Essential
Knowledge and Skills	Excellent verbal skills including telephone manner	Essential
Knowledge and Skills	Excellent written communication skills including writing proposals for new initiatives.	Essential
Knowledge and Skills	Ability to work on own initiative	Essential
Knowledge and Skills	Ability to organise own time/workload and achieve deadlines	Essential
Personal attributes	Conscientious, reliable	Essential
Personal attributes	Strong positive focus on customer care	Essential

Personal attributes	Able to respect confidentiality	Essential
Personal attributes	A knowledge of Girlguiding and a commitment to its statement of purpose	Desirable

This job will require regular out of hours working including evenings and weekends to meet Girlguiding London and South East England's business needs and where deemed necessary. Time off in lieu will be given. Willingness to be flexible with working pattern is essential.

Role dimensions:

Reports to	Region Manager
Responsible for	Girl events administrator Learning, development & events administrators (x2) International events administrator
Salary	£34,528 - £37,520 including London weighting, depending upon experience
Working Hours	35 hours per week We are committed to ensuring that our staff have a good work-life balance and offer a flexible working environment
Location	Hybrid working, based at least two days per week at Girlguiding LaSER Region Office, 3 Jaggard Way, Wandsworth Common, London, SW12 8SG
Benefits	Volunteering leave (up to 5 days per year) Pension (you contribute 5% and we contribute 10%) Flexible working Life assurance Interest-free season ticket loan Cycle to work scheme Workplace assistance programme

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 on 28 October 2024

Interview date: 8 November 2024