



County Administrative Assistant

APPLICATION PACK

£ minimum wage, pro rata

12-16 hours per week
(46 weeks per annum)

Closing Date:

Friday 30th September 2022 at 5pm

Welcome

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

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 four to seven), 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 or The Deep.

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; Girlguiding Leeds is one of the Counties in the North East England Region.

About Girlguiding Leeds

Girlguiding Leeds is made up of 12 Divisions, which cover the whole of the Leeds area. We have over 5,000 members, including 1,300 volunteers and 4,000 girls and young women. We have 330 Rainbow, Brownie, Guide and Ranger units who meet regularly across the whole of Leeds and come from a wide variety of backgrounds and communities.

The charity is led by key volunteers who work together to deliver the strategy, supported by a small staff team based at our County Office in Kirkstall.

Our Commitment to Girls

Girlguiding Leeds provides a safe space to inspire, support and develop individuals to reach their potential through challenge and adventure.

Our Vision

Celebrating girls, inspiring futures.

Girlguiding's 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 complete the day-to-day administrative tasks necessary for the successful running of Leeds County activities. This will include responding to enquiries, managing bookings for events, training courses and meetings, managing bookings for our campsite and processing badge applications.

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 County Commissioner with the day-to-day administration for the county.
- Having knowledge of Girlguiding's Membership Systems, GO, and providing systems support by updating records and producing reports.
- Assisting with the organisation of county trainings and events; administering bookings and sending communications, such as reminders.
- Administer the bookings for the county campsite and office; including liaising with visitors and sending out information.
- Administer bookings for county resources; including making recruitment and publicity materials available to volunteer members on request.
- Process badge applications; including Girlguiding programme awards, county badges and special event or challenge badges.
- Monitoring county email accounts, responding to emails and circulating them as required.
- Assist with preparing for County Executive, training events and other meetings; booking venues, setting up equipment and printing paperwork.
- 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
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; 12-16 hours per week, based on working 46 weeks per annum (this is negotiable to meet the needs of the candidate's circumstances). Operating flexibly to meet the needs of the county.

Location

The position is based at The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD, with some possible home working by prior arrangement. However, you may occasionally be required to perform your duties at other locations on an ad hoc basis.

Salary/Rate

The starting salary for this post is the current hourly minimum wage.

Working Hours

Normal working hours for the office are Monday to Friday, 9.30am - 3.30pm, with one hour for lunch. Hours are to be worked within these times, with some flexibility by prior arrangement. Given the nature of the Employer's work, it is possible that the workload will entail working unsocial hours from time to time. For example, some evening and weekend work may be required. Time off in lieu may be taken for any hours worked in excess of your normal weekly hours.

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

5.6 weeks paid holidays per annum, pro rata.

Notice Period

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

Benefits

Pension Scheme

You will be eligible to sign up to our pension scheme. The scheme is contributory. Full details are available from Girlguiding Leeds.

Further Information

Full terms and conditions will be provided if an offer is made. If you have any questions at this stage, please contact Louise Flynn at cc@girlguidingleeds.org.uk

How to Apply

The closing date for applications is 5pm on Friday 30th September 2022.

To apply for the role, please complete the application form and return by email to Louise Flynn at cc@girlguidingleeds.org.uk

Candidates shortlisted will be invited to attend interviews on either Wednesday 5th or Wednesday 12th October 2022. Interviews will be at Girlguiding Leeds, The Trefoil Centre, 16a Morris Lane, Kirkstall, Leeds, LS5 3JD.

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