



Candidate Pack **Director of People,** **Governance and Risk**



Welcome

Dear Candidate

Thank you for your interest in joining our executive leadership team.

With nearly half a million members we are the largest charity dedicated to girls and young women in the UK, and one of the largest and leading youth charities. We have much to be proud of in our one hundred years of history, but we know that to remain vibrant and relevant to young people we must continually evolve.

Alongside our day-to-day service to our members we are also transforming the organisation so it can meet the challenges of the future. We are on a mission to amplify the voices of girls and young women, so they can champion change in their own lives and the wider world; to build strong partnerships that can increase our reach and impact; and to increase the support we offer our 78,000 amazing adult volunteers who deliver incredible experiences to young people in 22k units across the UK every week.

Our current Director is retiring so we are looking for a passionate and resilient leader who shares our values and One Team vision to enable even more girls and young women to fulfil their potential. You will play a key role in leading our people, governance and compliance services across the organisation. Experienced in taking responsibilities for delivering organisational and culture change, dealing with boards and regulation and compliance you will be a strong senior team player and influencer familiar with engaging executive colleagues, staff, trustees, volunteers and other key stakeholders towards common goals.

While Girlguiding's young membership is only open to girls and young women, we value the differences that a diverse workforce brings and are committed to inclusivity, and to employing and supporting a diverse workforce.

I am proud and humbled to be Chief Executive of this great charity with our mission of supporting girls and young women to thrive and make a difference in our communities and across the world. This is a key role for me and for us as an organisation and I hope you feel inspired to apply to join us.

Thank you.

Angela Salt
Chief Executive



About Girlguiding

Girls can do anything.

We help every girl discover this for herself, whether she's 4 or 18 or in between. All girls have a home at Girlguiding - whoever they are, and wherever they are. This is a place where she can be herself, get creative, explore, and have fun. Where she'll make special friends and do things she never thought she could.

Girlguiding is what each girl wants it to be. She can choose her own path through our activities and events. It might be giggles in sleeping bags. Songs around a campfire. The buzz of getting a new badge. The sound of thousands of excited girls at their very own music festival. The thrill of doing something for the first time. Coming home exhausted and full of stories and having made new friends.

We help girls think big and be bold. We catch them if they stumble and encourage them to try again. We show them a world of possibilities big and small.

We're for girls, with girls, led by girls.

We're Girlguiding.

Our vision

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

Our mission

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.

Our values

Caring • Challenging • Empowering • Fun • Inclusive • Inspiring



Girlguiding's sections



Rainbows welcomes all girls from 4 to 7 years old for play, learning and tons of fun in a colourful, safe space.



Brownies welcomes all girls from 7 to 10 years old for nonstop fun, learning and adventure.



Guides is a relaxed, welcoming space where girls can have fun, learn and be themselves with good friends from 10 to 14 years old.



Rangers is a space for girls from 14 to 18 to get together to have fun, learn more, give back, hang out, and just be themselves.

Girlguiding's strategy

Today, tomorrow, together

We're working towards 4 key goals:

An unrivalled, girl-led experience

We want to offer experiences so fun, accessible and empowering that they inspire more girls, young women and volunteers to join than ever before. So we're going to keep putting girls at the centre of everything we do. Every decision we make, big or small, should be led by girls and young women.

Rewarding and flexible volunteering

We want all volunteers to enjoy their time with us. We want volunteering to be flexible so it's easier for people to give their time. So, we're going to create opportunities that fit around people's lives. This will give more people the opportunity to share their talents and deliver great guiding to reach more girls and young women.

An inclusive and impactful organisation

We want Girlguiding to have an even bigger impact and influence on local communities and across the UK. So we're going to find fresh and exciting ways to welcome new girls and volunteers to make sure our community develops to reflect the world around us. We're going to make more people better aware of Girlguiding by proudly telling the world about our amazing achievements and hero girls' voices.

Building a sustainable and future-proof organisation

We want to make sure Girlguiding is fit for the future so we can continue to give girls great experiences. We'll adapt how our organisation is designed and how we work to be the most effective organisation possible. We want our staff, volunteers and members to become 1 team.

[Find out more](#) about our strategy



Girlguiding's structure

Girlguiding breaks down into gradually smaller groups that make guiding possible in their area. All guiding units and areas are charities in their own right.

At a UK-level we're overseen by our board of trustees, who make decisions and make sure they're carried out. Our chief guide is one of them.

Our Chief Executive heads Girlguiding's UK staff team and is responsible for making sure the work they do follows the direction the trustees have agreed.

Our team is spread across several sites:

- Girlguiding headquarters in London
- Our activity centre, ICANDO, in London
- Trading service in Altrincham, Cheshire

Our Council represents Girlguiding's membership. Members, who come from all our countries and regions, can be consulted on major projects to make sure that decisions reflect the opinions of our members UK-wide.

Girlguiding was established as a charity by Royal Charter in 1922. Our Royal Charter is our governing document. The bye-laws within it set out the rules for how we must be governed. For example, it states how many trustees we must have and what our council does, among other things.

[How we are run page](#) on our website has more information on our trustees, council and chief guide team.

For more information on our accounts see:

[2023 annual report and financial statements](#)

[Our profile on the Charity Commission website](#)



Job description

Job title: Director of People, Governance and Risk

Reports to: Chief Executive

Accountable for: People, EDI, Governance and Risk

Role overview

As Director of People, Governance and Risk, you will be highly collaborative, working closely with the senior executive team to ensure an integrated approach to our strategic planning, operational delivery and strong working partnerships with our senior volunteers.

Main responsibilities:

Relationship Management and Collaboration

- Develop and maintain effective working relationships with staff and volunteers across the wider organisation to ensure strong strategic alignment and a high performing and inclusive team culture.
- Work collaboratively to develop and maintain a team culture of openness, trust, mutual support and collective responsibility.
- Build and maintain strong working relationships with Trustees, Committee Chairs and senior volunteers.

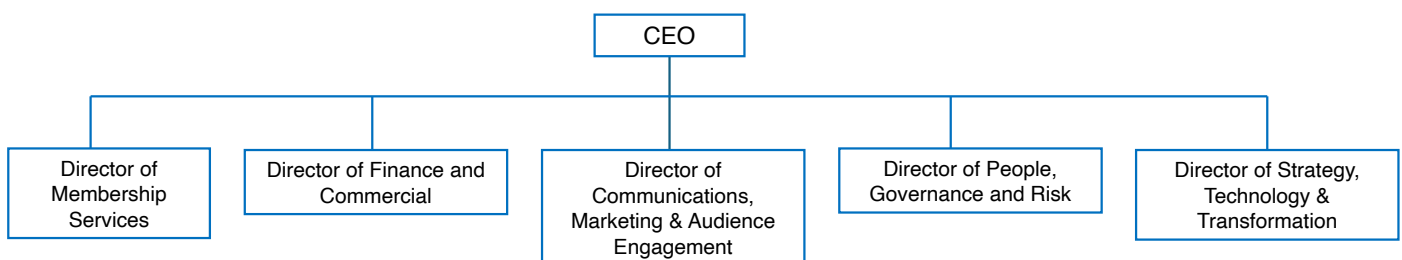
Strategic and Financial Management:

- As a member of the Executive Leadership Team contribute to and take joint ownership of the organisation's strategy, financial strategy and annual plans and budgets.
- Oversee and be accountable for the annual budget of the People & Culture Directorate ensuring that good financial disciplines are in place.

Other:

- Role model and promote a culture of excellence and professionalism at Girlguiding.
- Lead or undertake sensitive or special projects at the request of the Chief Executive.
- Be an ambassador for Girlguiding, and actively promote Girlguiding's vision, mission and values at external and internal events
- Keep up to date with latest developments and good practice in own professional areas and across the wider sector, anticipating possible future developments which may affect the organisation.
- Lead or participate in serious or critical incident and business continuity response teams.

As a member of the Executive Leadership Team, represent or deputise for the CEO as required.



Person specification

Knowledge and experience

- Senior leadership experience of multi-disciplinary teams, ideally gained in the public or not for profit sectors
- Experience working at board and committee level and/or directly with board chair and trustees
- Proven experience of working as part of a senior leadership team and of formulating strategic plans and delivery and performance management against organisational KPIs
- Proven experience of leading and facilitating significant organisation change programmes and the people aspects such as talent management, succession planning and building workforce capabilities
- Proven success in strong collaboration, partnership working, relationship-building and networking with a wide range of stakeholders including service user engagement
- Clear understanding and proven experience of implementing approaches to embed equity, diversity and inclusion
- Proven experience of strong motivational and coaching leadership and staff management with evidence of achieving successful outcomes and impact and supporting professional specialists.

Skills and abilities

- Strong interpersonal skills to maintain and build productive relationships with a broad range of stakeholders both internal and external. Discreet with high standard of confidentiality.
- Strong leadership skills and commitment to the highest levels of integrity, honesty, openness and good governance with the capacity to inspire and motivate others
- Able to drive and influence change with ability to bring together a range of different disciplines and perspectives in a strategic and visionary way.
- Excellent written and verbal communication and diplomacy skills, with the ability to build strong networks, influence and persuade senior leaders and stakeholders and gain the confidence of trustees, senior managers and workforce.
- Credibility and gravitas, the ability to represent and act as an ambassador for the organisation.
- Confidence and reliability to lead under pressure
- Flexible and adaptable - able to work in ambiguous situations, with the agility to react/ adapt quickly to issues or emerging needs or changes in corporate priorities
- Ability to think, plan and act strategically, for the benefit of the organisation as a whole
- Able to analyse complex situations and communicate these in simple terms that can be understood by a broad range of stakeholders.
- Business planning acumen, strategic financial management, decision-making, and problem-solving skills. Excellent negotiation skills

Styles and behaviours

- Experience of the practical application of diversity & inclusion at work
- Commitment to the vision, mission and values of Girlguiding.

Terms of appointment

Salary:

The salary for this role is £92,936 plus a £3,500 location allowance per annum on a full-time permanent basis.

Location:

This is a hybrid role with two days a week (on average) at the head office on Buckingham Palace Road, London, SW1W 0PT.

Able to travel to attend face to face meetings and development days at our London office and at locations within and outside of London on a regular basis with occasional overnight stays.

Regular evening and weekend working is required. The exact requirements will vary but would usually be 4 – 6 weekends per year and average 2 evening meetings per month. Time off in lieu will be given.

Available for out of hours consultation on occasional urgent matters which may present a risk to Girlguiding. Time off in lieu will be given.

Pension:

We offer a competitive group pension plan, where we contribute 10% of your salary when you contribute 5%. All staff are automatically entered into our life assurance scheme which provides staff with two times their salary if they are not signed into a pension scheme and four times their salary if they are.

Holiday allowance and volunteering leave:

We give staff 25 days' annual leave, which increases by one day every two years of service to a maximum of 30 days. In addition, we encourage our staff to volunteer – you'll get five days of volunteer leave to support Girlguiding or other organisations. We also offer 1 day of My Time for personal wellbeing.

Learning and development:

We offer a wide variety of learning and development opportunities ranging from in-house workshops to external courses. We support the on-going development of our employees through personal development plans, our annual training calendar and an Assisted Study Programme.

Family Friendly Policy:

We provide a generous Family Friendly policy, which incorporates maternity, paternity, adoption and shared parental leave. We top up Statutory Maternity Pay rates to 100% of your salary for the first 20 weeks of maternity leave, 50% for the next 19 weeks and 30% for the final 13 weeks.

We are also a member of Tommy's Pregnancy at Work Scheme, which provides advice and guidance for pregnant employees.

Additional benefits

- Travel – we also offer staff access to an annual season ticket loan scheme and cycle to work scheme.
- Staff consultation – consulting with our staff is really important to us. For this reason, we have a consultation group, made up of a representative from each team, to let you have your say on important matters to the organisation.
- Employee Assistance Programme – we provide a confidential independent help and information service for staff through an EAP service, which is available 24 hours a day, 365 days a year.
- Professional Subscriptions – staff who have successfully passed their probation are eligible to make an application for one annual professional subscription a year relevant to their role.
- And fun stuff! – life shouldn't be all work and no play, so we take part in the softball charity league, run regular quizzes and put on bake sales to raise money for other charities.

How to apply

We hope you will consider making an application. If you have questions about the appointment and would find it helpful to have an informal conversation, please contact Chris.Milo@starfishsearch.com and we will be happy to arrange a call. To make an application, please go to <https://starfishsearch.com/jobs/gg-dir-peo-gr/> and click on the apply now button, with the following prepared:

- Your CV (no more than three sides).
- A supporting statement (no more than two sides) that sets out why you think this role is the right move for you and how you meet the knowledge and experience criteria.

We would also be grateful if you would complete the Equality and Diversity monitoring form on the online application process. This form is for monitoring purposes only and is not treated as part of your application.

Closing date:	Monday 4th November 2024
Preliminary interviews:	End of w/c 11th November and early w/c 18th November 2024
Interviews with Girlguiding:	w/c 2nd December and/or w/c 9th December 2024

