

Application pack



Girl Experience Co-ordinator

Closing date: Friday 24 July 2026 | 12pm

Location: Lorne Estate Outdoor Adventure Centre

Hours: 35 hours

Salary: £30,000 per annum

Role: Girl Experience Co-ordinator



Location: Lorne Estate Outdoor Adventure Centre, 30 Station Rd, Holywood, BT18 0BP

Salary: £30,000 per annum

Responsible to: Fundraising, Communications and Engagement Manager

Hours: 35 hours per week. This post may require occasional evening and weekend working for which time off in lieu will be given.

Annual Leave: 10 days statutory holiday, 20 days annual leave plus working days between Christmas and New Year.

Pension: Through auto-enrolment Girlguiding Ulster currently contributes 4% of your salary and you contribute 4%.

At Girlguiding Ulster, girls and young women are at the heart of everything we do. As a girl-led organisation, we are committed to ensuring that their voices are heard and that they have meaningful opportunities to influence the experiences, programmes and opportunities we provide. The **Girl Experience Coordinator** will play a key role in establishing and embedding structures that ensure the voices of girls and young women are heard across Girlguiding Ulster through youth forums and meaningful participation, helping to influence future policy, strategy and organisational priorities.

The role will also support the development and delivery of personal and social development programmes, leadership opportunities and participatory initiatives for young people across Northern Ireland. It will focus on increasing youth engagement within Girlguiding Ulster and ensuring that young people's voices are central to the design, development and delivery of programmes that meet their needs and support the overall mission of the organisation.



Thank you for your interest in joining our team.

Thank you for your interest in the role of **Girl Experience Co-ordinator** with Girlguiding Ulster. At Girlguiding Ulster, we are proud to support more than 6,000 girls and young women across Northern Ireland, made possible through the commitment of over 1,500 dedicated volunteers. As a girl-led organisation, we are committed to ensuring that girls and young women are at the heart of everything we do, shaping their own experiences and influencing the future direction of our organisation.

This is an exciting opportunity to join an organisation that is ambitious for girls and young women and committed to making a positive impact in communities across Northern Ireland.



We are looking for someone who shares our commitment to creating meaningful opportunities for girls and young women to have their voices heard, develop their confidence and leadership skills, and shape the programmes and experiences we provide.

Our strategy is clear: to deliver an unrivalled girl-led experience, provide rewarding and flexible volunteering opportunities, and be an inclusive and impactful organisation. The **Girl Experience Coordinator** will play an important role in helping us achieve these ambitions by strengthening youth engagement across Girlguiding Ulster and ensuring that the voices of girls and young women help shape our programmes, policy, strategy and organisational priorities.

I hope this application pack gives you a clear sense of the role, our organisation, and the difference this position can make. If you are passionate about championing youth voice and creating opportunities for girls and young women to thrive, we would be love to hear from you.

Claire Flowers
CEO, Girlguiding Ulster

The closing date for applications is 12pm, on Friday 24 July 2026.

About Girlguiding Ulster



Girlguiding is the leading charity for girls and young women in the UK.

Thanks to the dedication and support of our amazing volunteers, we are active in every part of Northern Ireland, giving 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. We build girls' confidence and raise their aspirations. We give them the chance to discover their full potential and encourage them to be a powerful force for good.

Rainbows are girls aged 4 to 7 and follow a programme through which they can take part in lots of different activities with girls their own age.

Brownies are girls aged 7 to 10 who become a member of a Six and follow a wide and varied programme. Brownies opens up a world of exciting challenges and the opportunity to try new things and to make brilliant friends.

Guides are girls aged 10 to 14 who are given the chance to explore their individual skills and abilities and try out new challenges as part of a team. Girls can get involved in anything from adventure sports to performing arts, travel and taking part in community action projects.

Rangers are girls aged 14 to 18 who follow a programme of interest badges, skills builders and awards. Girls can take part in amazing challenges, travel the world and develop skills across our six themes.

Find more information on Girlguiding Ulster at www.girlguidingulster.org.uk

Girlguiding Ulster's headquarters are based at **Lorne Estate Outdoor Adventure Centre** in Holywood, Co. Down, which is owned and operated by the charity. Set within 21 acres of woodland, Lorne Estate is a residential and outdoor adventure centre offering indoor accommodation, camping and glamping facilities, and a wide range of activities including zip lining, climbing, archery, bushcraft and team-building experiences. It welcomes Girlguiding members, schools, youth groups, community organisations and corporate groups, providing opportunities for adventure, learning and shared experiences in a safe and supportive environment.



Find more information on Girlguiding Ulster at www.discoverlorne.org.uk

Girlguiding Ulster's Strategy



Our strategy provides a clear framework for Girlguiding Ulster's future direction, setting out the priorities that will shape our work and investment in the years ahead. It reflects our ambition to deliver an outstanding girl-led experience, strengthen and support volunteering, and build an organisation that is inclusive, impactful and sustainable.

An unrivalled, girl-led experience

We want to offer experiences that are fun, accessible and empowering so 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 our girls and young women.

Rewarding and flexible volunteering

We want 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 Northern Ireland. 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 futureproof organisation

We want to make sure Girlguiding is fit for the future so we can continue to give girls great experiences. We will 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 One Team.

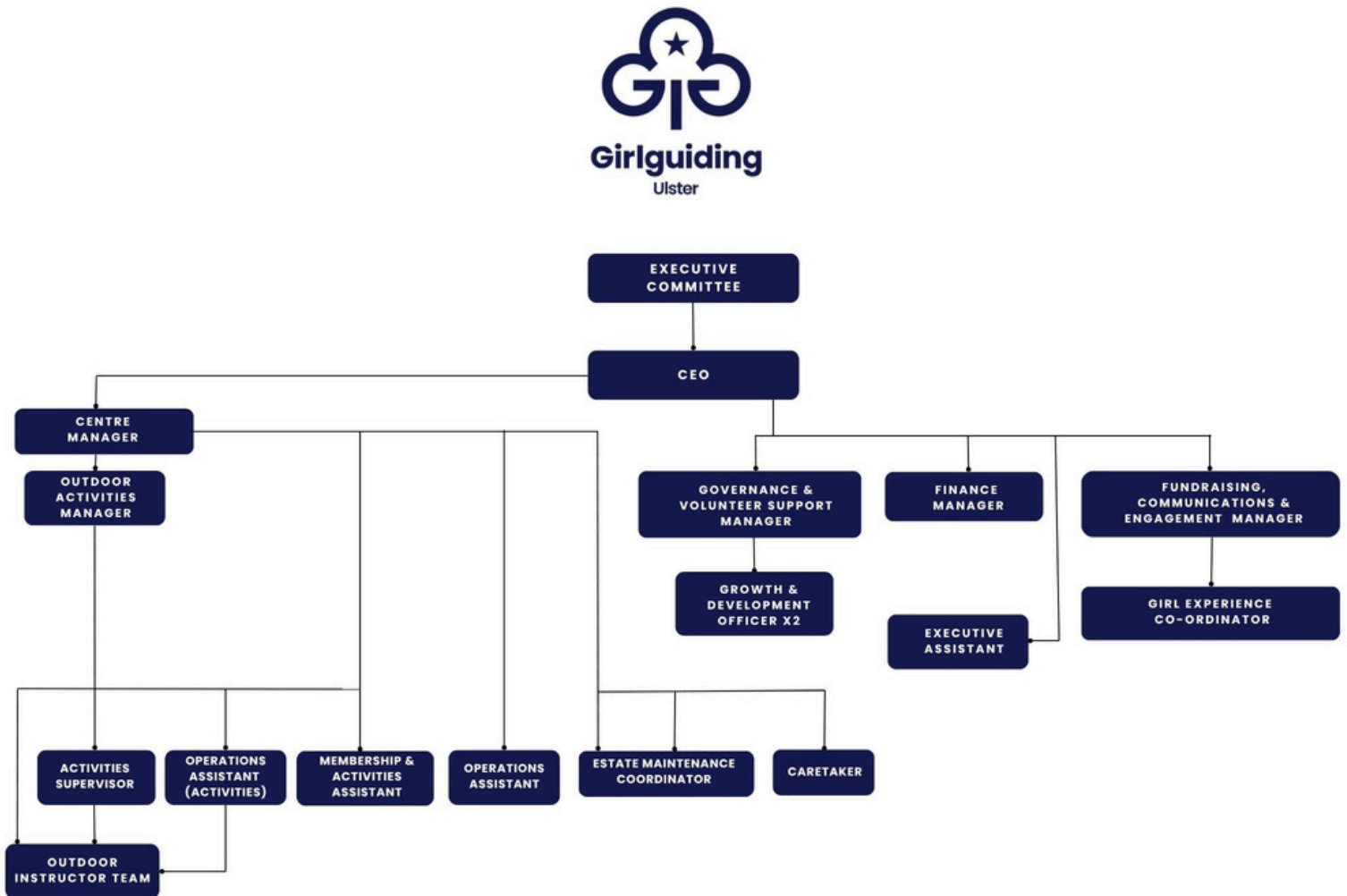


Our Structure



Girlguiding Ulster & Lorne Estate Outdoor Adventure Centre is overseen by Executive Committee, who are a Trustee Board of volunteers representing each County led by our Chief Commissioner and Deputy Chief Commissioner.

The CEO is responsible for the team of staff ensuring that the work they do follows the direction of the trustees.



Our Values



At Girlguiding Ulster, our values have been designed to support the achievement of our strategic objectives.

Our values were shaped by employee feedback and reflect the behaviours, attitudes and ways of working that support success across Girlguiding Ulster.

They set out the culture, expectations and shared commitment that underpin how we work together and deliver impact for girls and young women.



Environmental, Social and Governance (ESG) principles are at the heart of our organisation.



Environmental

Girlguiding Ulster seeks to create a culture in which environmental considerations are implemented into all decisions and activities.

Social

We are committed to the on-going well-being of our members, volunteers and staff.

Governance

Good governance by our trustees means we act in the best interests of the organisation ensuring it's future sustainability.

About the role



Girl Experience Co-ordinator

Delivery of activities

- Creation of a pilot programme to encourage, nurture and facilitate youth voice to inform and contribute to Girlguiding Ulster's strategic plan.
- Establishment of Youth Voice forums across Northern Ireland to fully represent young people.
- Co-design of a Youth Voice resource for engaging with young people.
- Design and deliver regular consultative sessions/ programmes with young people.
- Liaise with Lead Volunteers to support the delivery of the Girlguiding Ulster Queen's Guide and the Duke of Edinburgh Award Schemes, including the associated residential event
- Delivery of personal and social development programmes, to meet the needs of young people.
- Liaise with volunteers to ensure effective promotion and participation in the Girlguiding Young Leader Development Programme.
- Work collaboratively with the Chief Commissioner and County Commissioner teams to support agreed priorities and ensure alignment with the wider aims and direction of Girlguiding Ulster
- Promote and support the delivery of Girlguiding Ulster awards, celebration and recognition events.

Training and volunteering

- Deliver a young leader training programme, supporting young people to develop their skills.
- Review and refine volunteering opportunities, processes and support mechanisms for young people volunteering within the organisation.
- To assess training opportunities on an ongoing basis, responding to the changing needs of young people.

About the role



Girl Experience Co-ordinator

Organisation

- To understand and adhere to Girlguiding Ulster policies and procedures at all times, with particular emphasis on safeguarding, equal opportunities and health and safety.
- To promote and safeguard the welfare of children and young people at all times.
- To monitor, record and evaluate sessions in accordance with Girlguiding Ulster systems and processes.
- To be an active member of the Girlguiding Ulster team and operate in line with the organisation's values and principles.
- Have a sound working knowledge, or be willing to learn the Girlguiding programme across all sections

Other

- To attend Girlguiding Ulster training and development events when required.
- To represent and promote Girlguiding Ulster and Lorne Estate Outdoor Adventure Centre as a supportive organisation.
- Ability to use your own initiative and adapt flexibly to meet the needs of young people.

Person specification



Criteria – Qualifications	Essential or Desirable
Degree in Community Youth Work or equivalent	Essential

Criteria – Experience	Essential or Desirable
Minimum of 2 years post Qualifying Experience	Essential
At least 1 year in a Coordinating Role	Essential
Experience of working with a variety of groups including youth organisations, schools etc.	Essential
Experience of delivering youth leadership training	Essential
Experience of delivering accredited training to young people	Desirable

Person specification



Criteria – Skills	Essential or Desirable
Excellent communication skills – to ensure effective working relationships with colleagues, members and supportive relationships with young people	Essential
Excellent reporting writing skills – ability to provide robust and succinct reports to management	Essential
Ability to work within a team	Essential
Ability to work accurately and to pay close attention to detail in relation to maintaining effective documentation of records.	Essential
Ability to be innovative – creating new programme ideas	Desirable
Computer literate, including experience of Microsoft Office	Essential

Criteria – Knowledge	Essential or Desirable
Knowledge of social media for promotion of the programme & activities	Essential
Knowledge of data collection/ research methods to support consultation and engagement with young people	Essential
A good understanding of the Girlguiding Programme, or a willingness to learn and develop knowledge across all sections.	Essential
Knowledge of Girlguiding and an interest in the development of girls and young women	Desirable
Knowledge of Outdoor learning and its role in engaging young people in informal learning	Desirable

Employment details



Contract Type

This is a full time permanent post (35 hours per week). The post holder may occasionally be required to work additional hours, for which time off in lieu (TOIL) will be provided. Overtime is not payable. This role will involve evening and weekend work.

Location

This role is based on-site at Girlguiding Ulster headquarters, 30 Station Road, Holywood, BT18 0BP. It will also require travel across Northern Ireland.

Holiday Entitlement

The post holder will be entitled to 20 days' annual leave, plus public holidays. Girlguiding Ulster's offices close between Christmas and New Year. These additional closure days are provided in addition to annual leave entitlement

Pension

Girlguiding Ulster operates a Workplace Pension Scheme. Eligible employees will be automatically enrolled after three months' service. Employee contributions are 4%, matched by an employer contribution of 4%.

Pre-employment checks

The successful candidate will be required to complete a range of pre-employment checks as part of the appointment process.

- **Access NI and safeguarding**

All Girlguiding Ulster staff roles involve regulated activity on a frequent basis and therefore require an enhanced Access NI check. As Girlguiding Ulster is based at Lorne Estate Outdoor Adventure Centre, all staff may, at times, have the opportunity to be left unsupervised with children and young people. Outdoor activity staff are directly involved in the instruction and supervision of children and young people, while other staff may also undertake supervisory responsibilities as part of their role. Safeguarding and GDPR training is provided to all employees on appointment.

- **Occupational health**

Following a successful appointment, the postholder will be required to complete a confidential occupational health questionnaire. This enables Girlguiding Ulster to consider any reasonable adjustments that may be required to support the individual in carrying out the role, where appropriate.

What we offer



Life Assurance

Life assurance cover is provided from the date of joining under a separate policy.

Flexible Working

Girlguiding Ulster is committed to supporting employees to achieve a positive work-life balance and offers flexible working arrangements where appropriate.

Girlguiding or Other Volunteer Leave

We encourage our employees to play an active role in their communities. Employees may take up to five days' leave per year to volunteer with Girlguiding Ulster, or up to three working days per calendar year to volunteer with a registered charity of their choice.

Employee Assistance Programme (EAP)

Girlguiding Ulster provides access to a free, confidential and independent Employee Assistance Programme (EAP), available to employees and their immediate family members 24 hours a day, seven days a week. The service offers practical information, guidance and support, as well as access to up to eight counselling sessions where appropriate.

Car Parking

Free on-site parking is available for employees at Lorne Estate while at work.

Uniform

All staff are provided with a uniform and may choose from a range of style options.



How to apply



Please send your C.V to claire@girlguidingulster.org.uk. Ensure your C.V demonstrates what makes you suitable for the role. Please also include a covering letter which states which role you are applying for and how you meet the essential criteria.

A diverse workforce is important to us and therefore we request that you complete our Equality Monitoring Form which you can find [here](#).

The closing date is **Friday 24 July 2026 at 12pm**. We ask that you make your submission as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.

Interviews will be held week commencing 27 July 2026, in-person, at Lorne Estate Outdoor Adventure Centre, 30 Station Road, Holywood, BT18 0BP.

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

Girlguiding Ulster values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.

Please contact **Claire Flowers, CEO** if you need any further information:
claire@girlguidingulster.org.uk