Girlguiding Ulster

APPLICATION PACK

Growth and Development Officer
(south and west)

Closing date:
Friday 11 December 2026 | 12pm

Interviewing:
Wednesday 16 December 2026

JOIN THE TEAM

Role: Growth and Development Officer

Location: Home based, with travel across South & West of NI - covering Holywood to Enniskillen

Salary: £30,000 per annum (pro rata)

Responsible to: Governance & Volunteer Support Manager

Hours: 20 hours per week. This post requires 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 (pro rata).

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

Girlguiding Ulster is seeking to recruit a part-time Growth & Development Officer to work in partnership with local volunteers throughout Girlguiding Ulster South County and Girlguiding Ulster West County in Northern Ireland. The role will involve working across the two Counties to grow youth provision by opening new units and expanding existing Girlguiding units in response to demand. Work will specifically be focused on recruiting girls and young women aged 4-18 and adult volunteers to deliver Girlguiding's wide programme of activities. We are looking for an enthusiastic and proactive individual to develop, support and deliver area-specific growth plans which will focus on recruiting and placing new adult and young members and also supporting pathways for girls to move through Girlguiding's sections.

As part of the wider Girlguiding Ulster team, the role holder will be expected to share good practice with staff and volunteers and learn from the experience of others. The role holder should possess a willingness to undertake any training necessary to deliver the aims of the project. This post will be home based but will spend a considerable amount of time each week, travelling to locations to meet with local volunteers and community stakeholders. This will involve evening and weekend working. There will be an expectation to visit the Girlguiding Ulster office in Holywood at least twice a month.

Thank you for your interest in joining our team.



Thank you for your interest in the role of **Growth and Development Officer** 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. Behind that is a small but passionate staff team who work hard to ensure our volunteers are supported, our governance is strong, and our organisation continues to grow and thrive.

This is an exciting opportunity to join an organisation that is ambitious for girls and young women, values the contribution of volunteers, and is committed to making a positive impact in communities across Northern Ireland. Our staff team plays a vital role in delivering this vision, and we are looking for someone who shares our commitment to excellent governance, meaningful volunteer support, and creating the conditions for great guiding to happen.

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 Growth and Development Officer will play an important role in helping us achieve these ambitions, ensuring that our volunteers are supported, our membership continues to grow, and more girls and young women across Northern Ireland can access the opportunities and experiences Girlguiding Ulster provides.

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 supporting volunteers, growing our youth provision, and contributing to an organisation that helps girls know they can do anything, we'd 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.



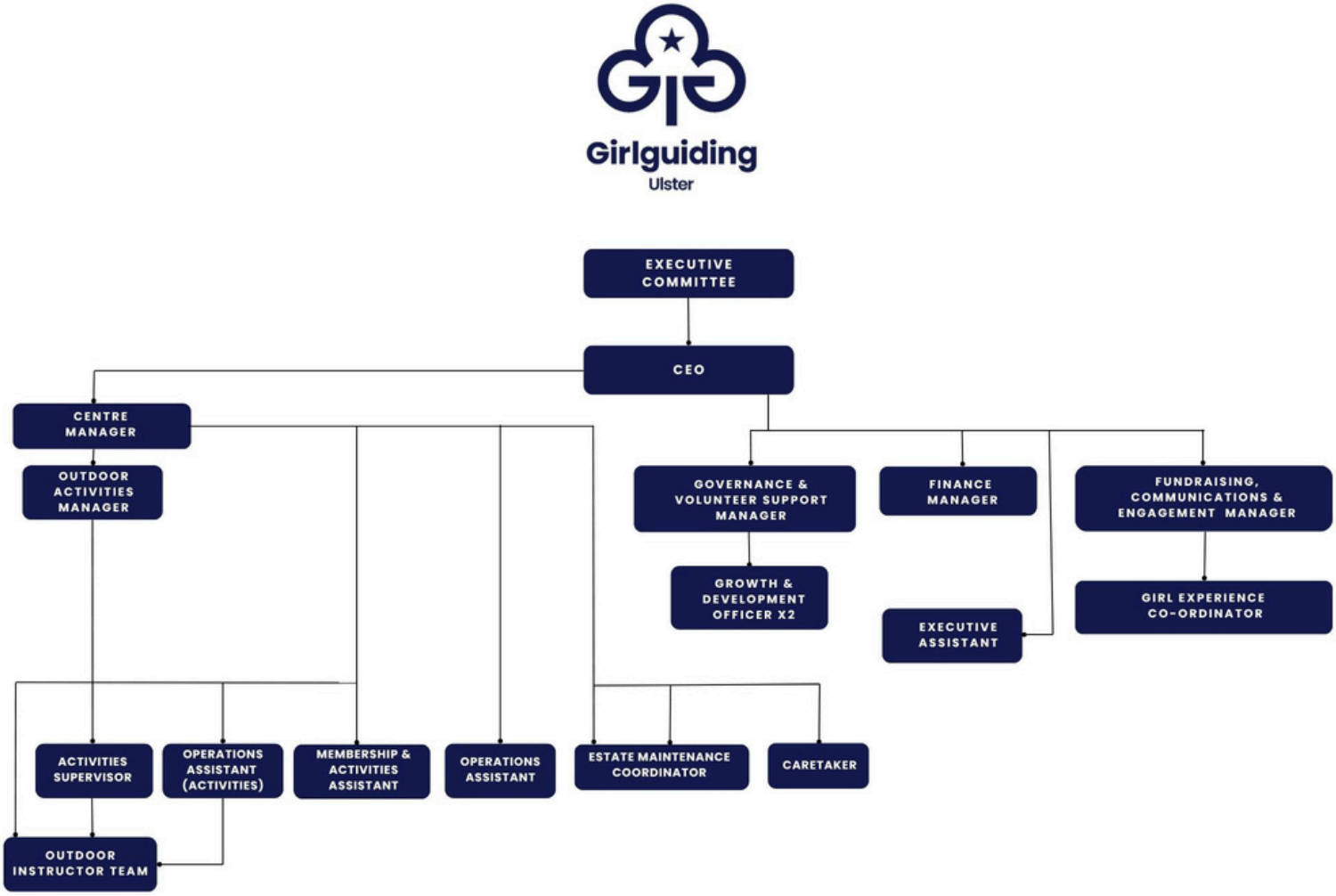




Our Structure

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

Main areas of responsibility

- Research existing provision using Girlguiding membership systems and knowledge gathered from local volunteers
- Produce reports, analyse data and compare trends for internal and external reporting requirements
- Work with local volunteers to ensure appropriate support is given to allow leaders to deliver guiding safely and in line with Girlguiding's policies and practices
- Process Join Us enquiries and waiting list data in line with GDPR requirements
- Identify opportunities for establishing new units where there is no pathway for girls to progress to the next Girlguiding section when they reach the appropriate age and identify the steps required to respond to such opportunities
- Identify opportunities for establishing new units in areas with waiting lists and identify the steps required to establish provision in these areas
- Identify units at risk of closure/ with low numbers and identify the steps required to expand such units
- Support recruitment campaigns and ensure areas are targeted to meet specific needs
- Develop individual Growth plans in conjunction with the two Girlguiding Counties that you are working in and provide feedback to Girlguiding Ulster on an ongoing basis
- Support the completion of relevant monitoring and evaluation exercises attached to this project
- Promote, support and develop new ways of delivering the Girlguiding programme to reach more girls including those from all communities (e.g. online including the virtual hub or remote guiding, holiday or weekend units, or units meeting in non-traditional venues)

Knowledge and Skills

- Knowledge of guiding and/or youth work in another setting
- Good verbal communication with confidence in speaking to groups or individuals in a variety of situations
- Good written communication skills (inc. reports, letters and committee papers)
- Ability to engage a diverse audience
- Working knowledge of diversity and outreach programmes and projects
- Knowledge of community networks
- Ability to work on own initiative, manage multiple tasks and meet deadlines
- Knowledge of and interest in the development of girls and young women
- Confident in use of online video conferencing technologies

About the role

Planning and decision-making

- Develop and implement a Growth plans in conjunction with the two County Commissioner Teams and the Governance and Volunteer Support Manager
- Agree an annual budget and deliver project targets and objectives as identified
- Undertake administrative work related to the role in accordance with Girlguiding Ulster policies and standard procedures
- Time management. You will be responsible for working with volunteers and staff to determine your work plan. Once this is set you will be expected to manage your own workload and prioritise your time accordingly.
- Submit regular written reports and forward plans to an agreed schedule and format for each Girlguiding Ulster Executive meeting

Interpersonal skills

- Ability to collaborate and work as part of a team leading to strong working relationships with Girlguiding Ulster staff and volunteers (including local leaders, commissioners and advisers)
- A strong communicator with the ability to tailor messages for different audiences to establish links with external stakeholders including local youth services, schools, further and higher education institutions, community leaders, religious leaders, other youth and voluntary organisations as well as other Girlguiding levels
- Ability to adopt a creative approach to the recruitment of adults and young people (including using taster days, school assemblies, community events, etc.)
- A positive attitude and ability to motivate and inspire others
- Able to represent Girlguiding Ulster in the local community and present the organisation in a positive manner at all times both face to face and remotely

Additional information

- You will undertake any other duties that may reasonably be required to fulfil the duties of this post
- This role is home based but you will spend considerable time each week travelling across the two Girlguiding Counties of South and West, meeting with community stakeholders and volunteers in the target areas. You should therefore have a driving licence and access to your own vehicle.
- You will be required to work weekends and evenings. Where this time exceeds your contracted hours, time off in lieu will be given.

Person specification

Skills	Essential or Desirable
Computer literate, including experience of Microsoft Office and a CRM	E
Excellent communication skills: • Written skills to include the ability to produce documents suitable for a wide range of audiences and purposes • Oral skills to include the ability to communicate clearly and concisely, both on the telephone and in person, with individuals and groups	E
Ability to produce reports using the CRM membership database and critically analyse data	E
Ability to work proactively and on own initiative	E
Ability to work as a team player and to ensure effective internal consultation	E
Ability to work with and relate to staff and volunteers at all levels within the organisation and to deal professionally and persuasively with external contacts	E
Experience of delivering presentations and workshop style events	E
Ability to work under pressure and to deadlines	E
Ability to work accurately and to pay close attention to detail	E
Numerate, with the ability to use Excel to produce graphs and charts based on data gathered by the post holder	E
Valid full driving licence and access to a car	E
Experience of producing Growth or project plans	D

Person specification

Experience	
Experience of youth work in a professional or voluntary capacity	E
Experience of working closely with volunteers	D

Knowledge	
Knowledge of and interest in the development of girls and young women	E
Knowledge of GDPR legislation	D
Working knowledge of diversity and outreach programmes and projects	D
Knowledge of health and safety and risk assessments	D
Knowledge of guiding	D
Knowledge of community networks and issues	D

Values	
Commitment to the aims of Girlguiding	E
Understanding of the implications of working in an Equal Opportunities environment	D

Employment details

Contract Type

This is a permanent post for 20 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 is a home based role, with travel across the South and West of Northern Ireland (Holywood to Enniskillen). Attendance required at Girlguiding Ulster headquarters, 30 Station Road, Holywood, BT18 0BP at least twice per month.

Holiday Entitlement

The post holder will be entitled to 20 days' annual leave, plus public holidays (pro rata). 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 what 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 11 December 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 on Wednesday 16 December 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**