



Role description

Growth administrator (fixed term)

Closing date: 24 August 2026

Role: Growth administrator (fixed term)

Thank you for your interest in joining the Girlguiding Anglia team.

Girlguiding Anglia is looking for a growth administrator for a fixed term of 18 months. Working closely with volunteers and the Girlguiding Anglia staff team to support the delivery of projects giving more girls and young women access to the amazing opportunities that Girlguiding offers. This role is complete work within our 5-year growth project alongside the existing growth administrator.

You'll support the recruitment of volunteers for working groups to deliver actions from the growth action plan. The role is varied and changes throughout the year. You will work closely with our inspiring members to promote Girlguiding to external audiences, promote additional opportunities to existing young members, and improve the overall volunteer experience.

We need a strong team player who understands working within a voluntary organisation. You'll need to be comfortable communicating with a wide range of audiences and have good, clear written skills. Project administration experience would be an advantage but is also something we can provide training on for the right person.

The role is hybrid based at Girlguiding Anglia's region office and Hautbois Activity Centre, NR12 7JN, with home/remote working available for 40% of your weekly contracted hours. Due to the need to work with volunteers across all 12 counties of Girlguiding Anglia, with many areas having limited public transport, a full driving licence and access to a car is essential. For travel outside of commuting fuel expenses are paid in line with our expenses policy.

The role is full-time (35 hours per week) worked over 5 days (Monday to Friday 9am till 5pm) however this role does require some evening and weekend working for which time off in lieu will be given. In return, you'll get free parking, office drinks and snacks, a generous holiday allowance that grows with your length of service, and modern IT and working facilities to support you in the role. You'll also be part of a fun, friendly and dynamic team with a passion for what Girlguiding can offer our communities across Anglia.

Questions about the role or person specification?

Lucy Martin, our programme and membership services manager, would love to hear from you:

lucy.martin@girlguiding-anglia.org.uk

Our organisational structure

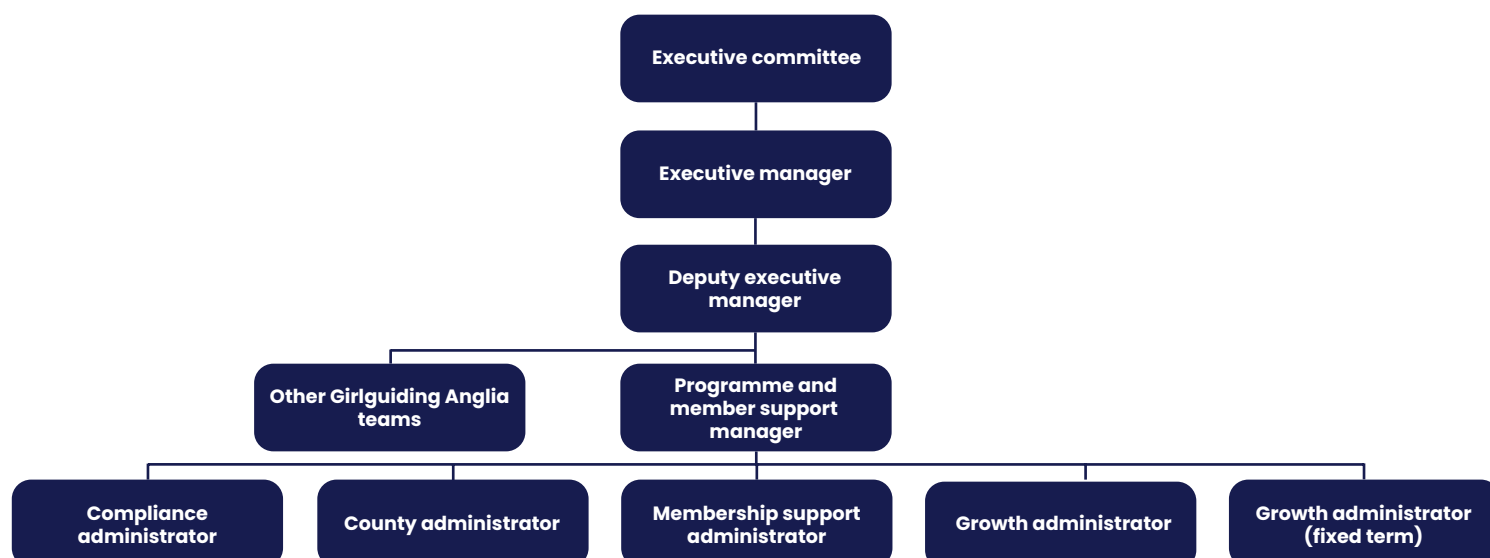
Girlguiding Anglia is fundamentally a volunteer-led organisation. The region is governed by a board of trustees, who are also volunteer members, and is chaired and led day-to-day by the region's chief commissioner, who heads the chief commissioner's team. The executive committee is responsible for the strategic direction of guiding across the region, including Hautbois Activity Centre.

Beneath the executive committee sit a number of committees and volunteer groups covering areas such as membership experience, county representation and young members' voice, including the region's Girls' Advocate Panel. Each of the 12 counties that make up Anglia has its own county commissioner, who feeds local priorities and needs into regional decision-making, ensuring that the region's strategy stays grounded in what's happening in local guiding.

Supporting all of this volunteer leadership is our employed staff team, based at the region office and the activity centre on the Hautbois estate in Coltishall. The staff team works for and with the region's volunteers and members, delivering the operational, administrative and professional functions that keep the organisation running, from finance and communications to safeguarding and activity centre management. The staff team is led by the executive manager, who reports to the chief commissioner and the board of trustees, ensuring that staff activity is aligned with the priorities set by the executive committee and that trustees are kept informed of operational progress and performance.

The growth administrator role sits within the membership services team where day-to-day support for volunteers happens alongside exciting development projects. The team works alongside a large volunteer team based within the membership experience committee as well as delivering directly against the action plan led by trustees.

Membership services team reporting structure



Role description

An overview

Post: Growth administrator

Line management: Programme and member support manager

Location: Girlguiding Anglia, 7 Gt Hautbois Road, Coltishall, NR12 7JN

Hours: 35hrs per week

Salary: £23,133.10

Contract type: Fixed term for 18 months

This role will require working some weekends and weekday evenings, time off in lieu will be given. Flexible working and occasional working from home may be possible subject to business need.

The ability to drive is essential

This is an outline job description designed to give an overview of the responsibilities of the role. We expect the job holder will work flexibly, responding to organisational needs and changes as they occur. You will also contribute to the wider corporate and organisational needs of Girlguiding Anglia.



Role description

The role's purpose

In a volunteer led organisation, as a member of the Girlguiding Anglia membership services team, you will be a key staff partner for the volunteer sustainability and growth team. Our 5 year growth project sits within the member support strand of the membership experience committee.

This role is responsible for supporting project coordination and delivery, as outlined in the trustee led sustainability and growth strategy and volunteer growth team action plans.

You will also support, alongside the wider membership services team, the delivery through volunteer partners of various compulsory aspects of the Girlguiding programme offering support to members as needed.

Strong organisational and communication skills are essential as the role sits within several networks across county, regional and national teams. You will be required to represent Girlguiding Anglia within project groups, communicating with diverse audiences and travel to support localised areas with recruitment and sustainability activities.

The duties will vary as the successful candidate develops the role so an ability to work flexibly and pro-actively is essential. Travel across the region is essential for this role.

The postholder will also contribute to the wider work of Girlguiding Anglia by working flexibly, protecting confidentiality and data, complying with best practice, GDPR and financial legislation and organisational policies, and modelling Girlguiding's values of fun, friendship, challenge and adventure.



Person specification

Factor	Essential	Desirable	Method of assessment
Education and qualifications	GCSE pass grades or equivalent in English and Maths		CV and checking original certification
Experience:	- Good communication and interpersonal skills. - Clear and confident written skills. - Experience of volunteering or working with volunteers.	- Volunteering or working in a charity, membership organisation or volunteer led environment, such as guiding or scouting. - Project administration experience	Via application form and verified by references. Through appropriate questions and answers at interview.
Ability to	- Manage multiple projects and priorities, working flexibly and proactively as the role develops - Ensure that Girlguiding Anglia always promotes a positive professional image, evidencing Girlguiding's values at all times - Keep confidential all matters relating to Girlguiding Anglia in accordance with current legislation, including storage and release of digital information and data		Via application form and verified by references. Through appropriate questions and answers at interview.

Person specification

Factor	Essential	Desirable	Method of assessment
Knowledge of	The Girlguiding programme	- Volunteer recruitment and retention. - Proposal and project evaluation and writing	Via application form and verified by references. Through appropriate questions and answers at interview.
Committed to	- Joint working to achieve the overall aims of Girlguiding Anglia - Supervision and appraisal - Participation in team meetings and reflective discussions. - Promoting Girlguiding Anglia and our services at all times		Via application form and verified by references. Through appropriate questions and answers at interview.

Employment details

Contract type

This is a fixed term role contracted for 35 hours per week for 18 months. The postholder will be required some evenings and weekends on a rotating basis. Time off in lieu will be available to cover this. We do not pay overtime.

Location

You'll be based at Girlguiding Anglia region office, 7 Great Hautbois road, Coltishall, Norfolk, NR12 7JN.

Holiday entitlement

The post holder will be entitled to 25 days' annual leave, plus public holidays. For every full year of service, your entitlement will increase by 1 additional day, up to a maximum of 5 additional days.

Flexible working

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

Volunteer leave

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

Employee Assistance Programme (EAP)

Girlguiding Anglia 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 in the Limepits carpark, opposite the region office, while at work.

Uniform

We have a smart-casual dress code requirement. All staff are provided with a uniform polo and fleece that we provide for conferences and events, however in the region office, it is not required to wear this every day.

How to apply

To make the first stage as straightforward as possible, please apply by sending your completed [application form](#) explaining how your skills and experience match the role, to hr@girlguiding-anglia.org.uk

Your supporting statement in the [application form](#) is your opportunity to explain how your experience, skills and approach make you a strong fit for this role, drawing on real examples where you can. There's no set length, but most candidates find a page is enough to cover the key points.

When preparing your application form, please be aware that the person specification will be used in determining the shortlist for interview. We'd encourage you to look closely at the essential and desirable criteria and make sure your application clearly addresses as many of these as possible.

Shortlisted candidates will be asked to complete a short task.

The closing date for applications is **9am Monday 24 August**. We reserve the right to close the vacancy early if we receive a high volume of suitable applications, so early applications are encouraged.

If you have any questions about the role before applying, please contact:
lucy.martin@girlguiding-anglia.org.uk

If you would like to request any reasonable adjustments to the recruitment process, please contact:
hr@girlguiding-anglia.org.uk