



Application form

Digital Transformation Programme Director

£74,292 + £3,500 Location Allowance (LA) per year (rising to £78,202 + LA after successful completion of probation)

London

Closing date:
Friday 21 June 2024 at 9am

We've signed the
time to change
Employer Pledge
let's end mental health discrimination

 **Stonewall**
DIVERSITY
CHAMPION

 **Business**
Disability
Forum
Building
disability-smart
organisations



WE DISCOVER, WE GROW

Girlguiding

Welcome

Thank you for your interest in joining our team.

This is a really exciting time to join Girlguiding. 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.

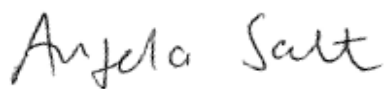
We have begun a process of significant change: transforming the organisation so it can meet the challenges of the future by putting young people at the heart of our organisation. We are on a mission to amplify the voices of girls and young women, so they can champion change in their own lives and the wider world; to build strong partnerships that can increase our reach and impact; and to increase the support we offer our amazing adult volunteers who deliver incredible experiences to young people across the UK every week.

The Girlguiding strategy is clear. We will deliver an unrivalled girl-led experience, provide rewarding and flexible volunteering opportunities and be an inclusive & impactful organisation. At the core of our strategy is that we work together as one team regardless of the role we have or where we are. We are looking for skilled, passionate people to help us enable even more girls and young women to fulfil their potential.

We know the benefits having a diverse workforce brings, so we're committed to inclusivity, and to employing people from all backgrounds. While our young members are girls and young women only, our staff are mixed gender. We welcome applicants from all backgrounds.

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. I hope you feel inspired to apply to join us.

Warmest wishes,



Angela Salt OBE
Chief Executive



About Girlguiding

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 the UK, 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 - We have fun

Rainbows are girls aged four to seven and follow a programme called the Rainbow Jigsaw, through which they can take part in lots of different activities with girls their own age.

[See more of what Rainbows do.](#)

Brownies - We do cool stuff

Brownies are girls aged seven to ten who become a member of a Six and follow a programme called the Brownie Adventure. Brownies opens up a world of exciting challenges and the opportunity to try new things and to make brilliant friends

[Learn more about Brownies.](#)

Guides - We make things happen

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.

[Discover more about Guides.](#)

Rangers

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.

[Explore more about Rangers.](#)

Girlguiding's Strategy

In early 2020 Girlguiding launched a new strategy with four key priorities:

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 our 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 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.

[Find out more here](#)

Girlguiding's structure

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

Nationally, we're overseen by our board of trustees. Our chief executive heads Girlguiding's national staff team and is responsible for ensuring that the work they do follows the direction agreed by the trustees. The team is spread across several sites.

- Girlguiding Headquarters in London.
- Our activity centre, ICANDO, in London.
- Trading Service in Altrincham, Cheshire.

Governance

Girlguiding UK is a member led organisation, established as a charity by Royal Charter in 1922. We are led by our board of trustees, which includes our chief guide and our membership is represented by our Council members.

For more information on our trustees, council and Chief Guide team see:

[How we are run](#)

For more information on our accounts see:

[2022 annual report and financial statements](#)

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

A new digital future for Girlguiding

Girlguiding helps all girls know they can do anything. And to do this, we need to make sure that everyone in guiding is supported by brilliant technology. That's why Girlguiding is starting a long-term project, to ensure that volunteers, girls, parents or carers and Girlguiding staff can all enjoy smooth and efficient technologies by 2028, and spend time doing what really matters - helping girls enjoy the magic of guiding. This programme referred to as Digital Futures, is a five-year roadmap for Girlguiding's tools, technologies and processes enabling Girlguiding to continue to evolve in the future. Staying tuned into everybody's needs is at the heart of the work, with a focus on a people-centred approach to service and solution design.

You'll be part of the programme team, working alongside an external technology partner, and connected to a wider programme of Transformation activities for Girlguiding.

The role

Overall purpose

- To lead the delivery of Digital Futures programme and the realisation of programme benefits and lead change across the organisation.
- Duties include developing the roadmap, building and managing the programme team, setting direction and programme milestones and overseeing budgets to ensure the business case and strategic goals are delivered.

Main area of responsibility

Strategic leadership

- Contributes to the programme business case continued justification and if required evolution
- Accountable to the programme sponsor and SRO for the successful delivery of the programme and achievement of the programme vision.
- Champion, lead and influence transformational change and adoption of digital working practices across the organisation to maximise the opportunity of a digital working culture across people, process and technology

Programme Management

- Develop the programme delivery roadmap and optimise the approach and culture by translating the business case into an actionable programme of work.
- Set programme priorities and milestones and deliver the required outputs and outcomes
- Own the benefits management plan and ensure plans align to delivery of programme change and outcomes for all stakeholders
- Ensure programme budget is managed effectively (£12m over five years) within agreed limits working closely with the SRO and Director of Finance & Commercial to ensure funds are available when required
- Ensure the project is appropriately resourced and organised
- Identify, reports and manage Digital Futures programme risks and issues ensuring robust contingency plans are in place.

Team leadership

- Develop and visibly lead an effective high-performance delivery culture
- Line manage the programme manager and four programme delivery 'leads'
- Defining the approach, accountabilities, work scope and targets for the team
- Monitor and manage the relationship with third party suppliers to the programme to maximise the benefit they can bring to the organisation, and act as a point of escalation for performance and delivery issues

Stakeholders engagement

- Communicate and visibly lead the programme at every level of the organisation on a day-to-day basis.
- Be an active member of the programme board and support its effective decision making
- Engage and communicate with key stakeholders to ensure alignment and support across the wider organisation

Additional information

- To role may be required to undertake any other duties that may reasonably be required to fulfil the duties of this post.
- Evening and weekend working is expected to be minimal for this role. If this is required, this will be communicated with prior notice, and time off in lieu will be given.

The person

Criteria	Assessment A, I, T	Essential or Desirable
Skills		
Excellent leadership, communication and influencing skills that engender confidence, strong collaboration and partnership - a strong partnership worker and alliance builder	I	Essential
Proven financial expertise including contract negotiation and supplier management, establishing and improving supplier performance standards and managing multi-year and multi million pound budgets	A/I	Essential
Strong digital portfolio management skills relating to product and programme lifecycle management	A/I	Essential
Strong management skills to develop, support and maintain high performing teams	I	Essential
Experience of		
Proven track record of the successful designing, communicating and delivery of digital and IT transformation programmes focused on adapting the culture of an organisation and the resulting stakeholder experience	A/I	Essential
Senior leadership experience of enterprise IT leadership across digital, data and technology fields, working in complex, matrix stakeholder environments	A/I	Essential
Experience of delivering digital innovation projects using a range of techniques to successfully pilot rapidly and scale if successful.	A/I	Desirable
Knowledge		
In-depth understanding of programme management methods	I	Essential
Relevant degree level qualification or holder of an equivalent qualification	A	Desirable
Deep knowledge and understanding of technology enterprise architectures including digital technologies, software development, and IT infrastructure.	A/I	Essential
Excellent understanding of the changing digital environment and its implications for volunteer based organisations.	I	Desirable
A practical understanding of diversity and inclusion at work	A/I	Essential

*A = Application Form I = Interview T = Test

Employment details

Contract type

This post is a permanent role for 35 hours per week. However, the post holder will at times be required to work additional hours - including evenings and weekends - for which time off in lieu (TOIL) will be available. Overtime is not paid.

Location

You'll be based at Girlguiding Headquarters, 17-19 Buckingham Palace Road, London SW1W 0PT. Occasionally you may be required to perform your duties from other Girlguiding premises within a reasonable travelling distance of this location. You may be required to travel inside the UK on the business of the charity.

Salary

The salary for the position is £74,292 per year plus £3,500 location allowance (LA). Following successful completion of your probation your salary will increase to £78,202 per year plus LA.

Holiday entitlement

25 days of paid holiday per year plus bank holidays. This increases after one year of service to 26 days, and then a further one day for every year of service up to a maximum of 30 days after five years of service. This is pro rata for part time and fixed term employees.

Medical and criminal records check

Upon successful appointment you will be required to complete a confidential occupational health questionnaire so we can consider our ability to make any reasonable adjustments where advised.

In addition, certain roles in Girlguiding are judged as exempt under the Rehabilitation of Offenders Act 1974. Where applicable, you may be subject to a Disclosure & Barring Service (DBS) check by the Disclosure & Barring Service and employment is subject to satisfactory receipt of these.

How we value our people

Family friendly policies

Our Family Friendly Policy includes maternity, partner / paternity, adoption and shared parental leave and an enhanced maternity scheme.

Pregnancy at work

We're a member of Tommy's Pregnancy at work. The scheme helps to provide you, as a pregnant employee, and your manager, with the information and support you need to ensure a well-informed working pregnancy.

Flexible Working

We're committed to supporting you to achieve a good work-life balance and offer a number of flexible working options - wherever we reasonably can.

Flexi time

Flexi time applies where you accrue additional hours to complete pieces of work. Time accrued in one quarter can be taken by the end of the following quarter.

Time off in lieu (TOIL)

TOIL applies where the requirement to work is known, recorded and approved ahead of it occurring e.g. a committee meeting, an event etc. Time accrued in one quarter can be taken by the end of the following quarter.

Leave (Holiday)

Annual leave is 25 days a year and increases by one day for every year of service up to 30 days. You can buy up to five more days' holiday a year through our flexible benefits package.

Girlguiding or Other Volunteer Leave

Choose to take either Girlguiding or other Volunteer leave, or a mix of the two, up to five days in a calendar year.

Career break

With three years' service you can apply for a career break of between three months and one year.

Pension

Join our Group Personal Pension scheme from your first day of employment with us- you contribute 5%, and we contribute 10%.

Life Assurance

We provide two times your pensionable salary if you die. If you're in our Group Personal Pension Scheme, your next of kin will receive four times your pensionable salary. Eligibility is while you are employed with us and up to age 70 years.

Interest free season ticket loan

On completion of probation, you can take out an interest-free season ticket loan up to a maximum of £10,000 a year.

Cycle to Work scheme

We offer the opportunity to hire a bike and accessories from a minimum of £100 to a maximum of £1,500.

Assisted study

We're committed to continual learning and development and recognise that it's essential you have the skills you need to help us achieve our strategic objectives.

Professional subscriptions

On completion of probation, you can apply for reimbursement for one annual professional subscription relevant to your role.

Employee Assistance Programme (EAP)

Our EAP is free and confidential, offering independent help, information and guidance to you and your immediate family 24/7. It also offers up to eight counselling sessions.

Healthcare

You'll be able to participate in an employer paid Healthcare Cash Plan. The plan provides cash to part cover costs of medical, dental and optical care.

Flu vaccination

We offer an annual flu vaccination to all staff.

Eyesight tests

On completion of probation, and where you regularly use a laptop for work, you're eligible for a free eyesight exam every two years. And we'll contribute £55 towards spectacles.

Gym discounts

Discounts offered at over 3000 gyms, health clubs, leisure centres, and yoga studios.

Retail discounts

You get a 10% discount on goods at our Girlguiding shop, along with a range of retail, entertainment, and other discounts.

Flexible benefits

We recognise that a diverse workforce means that some benefits appeal more to some staff than to others, and so we've introduced a degree of flexibility on individual choice of benefits. You'll have quick and easy access to benefits via an app.

Contractual status of our benefits

Benefits do not form part of the contract of employment and are subject to change at the discretion of the organisation.

How to Apply

This recruitment campaign is being handled by Anderson Quigley.

For further information about the role and/or to apply please contact: Grace Tattersall at grace.tattersall@andersonquigley.com or Lucy Pickering at Lucy.Pickering@andersonquigley.com.

We ask that you submit your CV and supporting information as soon as possible as we reserve the right to close vacancies at any time, when we have received sufficient applications.

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

Girlguiding values the differences that a diverse workforce brings and is committed to inclusivity, and to employing and supporting a diverse workforce. Girlguiding is proud to be part of the Stonewall Diversity Champions programme and a member of the Business Disability Forum. While Girlguiding's young members may be women only, our staff team is mixed gender. We welcome applicants from all backgrounds.