



**Growing GB
Development
Officer
recruitment
pack 2025**



GB Ministries is the operating name of The Girls' Brigade England & Wales - a company limited by guarantee (No 206877) and a registered charity (No 206655)

Introduction

About the job:

We seek to appoint a Growing GB Development Officer to lead the Growing GB project which is funded by DCMS.

Who we are:

Girls' Brigade England & Wales helps girls and women explore and engage with real life and Christian faith in fun, informative and hopeful ways.

We are a registered charity (Charity Number 206655) and a company limited by guarantee (Company Number 00206877) registered in England and Wales at Cliff College, Calver, Hope Valley, S32 3XG.

Click [here](#) to discover more about Girls' Brigade England & Wales.

Working arrangement:

This role is based at the GB Support Centre, Cliff College, Derbyshire. The normal hours of work are 25 each week.

Faith:

A specific faith is not an essential requirement for this role, but the successful applicant should be comfortable working alongside and in partnership with an organisation rooted in faith and be fully supportive of and engaged with the ethos, values, and aims of Girls Brigade Ministries.

Next steps:

To make an application send an up-to-date CV with a detailed covering letter outlining your interest in the post by email to jess.gill@gb-ministries.org.

1. Closing date	21 April 2025
2. Interview date	24 April 2025

1. We reserve the right to close the vacancy earlier than this date and without further public notification should a sufficient number of applications be received.
2. Interviews will be held in-person at our office at Cliff College, Calver, Hope Valley, S32 3XG.

Job description

Job title:	Growing GB Development Officer
Responsible to:	Operations Manager
Accountable to:	Chief Executive Officer
Working hours:	This post is offered as a fixed term 25 hours a week post for 12 months
Salary:	£17,000 per annum

Job summary

The post holder will be responsible for enabling GB Ministries to fulfil its vision and mission goals by leading the delivery of the Growing GB Project which is funded by DCMS, ensuring that the following key objectives are met:

- Increase the number of children and young people who participate in GB groups and activities
- Set up new GB groups / expressions of mission in areas of need
- Establish online groups to supplement place based work
- Encourage more people to become volunteers
- Provide operational support to GB's network of volunteers
- Gather relevant information for grant reporting.

Key aspects of this role will be:

- Supporting existing GB groups to re-establish and grow
- Providing operational support to existing groups and volunteer leaders
- Supporting churches to develop new Girls' Brigade community groups / expressions of mission
- Mission contact with key external agencies
- Co-ordinate delivery of core training
- Gather relevant information for grant reporting

Support existing groups to re-establish and grow

- Supporting volunteers and local groups to promote the work of Girls' Brigade in their area
- Encouraging local groups to use Growing GB Resources and other promotion and publicity resources that are available to help to grow numbers of members and volunteers
- Providing equipping sessions and other support mechanisms around use of social media and other digital media for recruitment and promotion

Supporting churches to setup new GB community groups / expressions of mission

- Meeting with churches and schools, etc to help them develop new GB community groups/ expressions of mission which are relevant to their communities.
- Induction and equipping of new group volunteers
- Ensuring that all processes for the registration of new groups and their volunteers are followed
- Maintaining follow up contact with new groups to offer advice, support and encouragement

Establish online groups to supplement local community groups

- Set up new online groups
- Research and set topics for online groups
- Liaise with session leaders
- Liaise with GB Support Centre Communications and Media Manager to ensure adequate advertising of sessions
- Ensure sessions follow guidance on best practice for online/digital safeguarding

Job description

Co-ordinate delivery of core training

- Manage our network of volunteer trainers to deliver core training programmes
- Establish an annual calendar of core training, with appropriately equipped trainers ensuring that training dates are published and booking mechanisms established
- Ensure the network of volunteer trainers are appropriately trained for the training they deliver
- Ensure training materials are reviewed and refreshed regularly

Gather relevant information for grant reporting

- Collate anecdotal evidence from grant groups to support reports
- Use GB's database to gather data to support reports

All members of the GBM staff team are expected to work together on team tasks and to support one another in busy periods for the sake of the aims of our mission. Some weekend work will be required.

Person specification

Job title: Growing GB Development Officer

Attributes	Essential	Desirable
Knowledge, training and experience	A passion to see girls and young women develop in Christian faith and leadership	
	Experience of using databases	
	Strong administrative and organisational skills	
	A desire to serve, facilitate and welcome others	
	Skills in training and equipping	
	Knowledge and understanding of safeguarding	
		Experience of children and youth work
		Awareness of church life, cross denominationally
		Experience and/or knowledge of GB activities
		Knowledge of or a background of GB leadership
Communication skills	Good written skills	
	Proven ability to build trusted relationships with team members, partners and volunteer leaders	
	Proven social media and web communication skills	
	Competence in the use of Microsoft office e.g. PowerPoint	
Planning skills	Ability to plan, prioritise and organise workload	
	Ability to work to a defined timetable	
	Proven experience of delivering projects	
Autonomy	Ability to make decisions within agreed parameters, when required	
	Ability to work as part of a team	
Physical Skills	Able and work weekends and evenings when required	
		Full clean driving license (D)

SAFER RECRUITMENT

This post will follow our safer recruitment processes, including DBS check and references.