

National Secretary

Information Pack



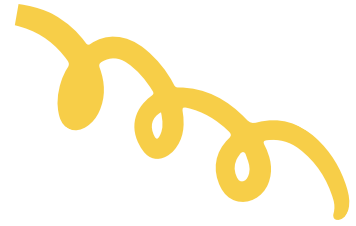
Girls' Brigade
Northern Ireland



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Introduction



Dear Candidate

As Chairperson, I am delighted to introduce Girls' Brigade Northern Ireland—one of the largest uniformed youth organisations in the region. Rooted in a strong Christian ethos, we have been supporting girls and young women for generations, providing a safe, welcoming environment where they can grow, belong and thrive.

Girls' Brigade Northern Ireland delivers a wide-ranging weekly programme for girls aged three to eighteen, designed to educate, challenge and inspire. Through activities spanning sport, creativity, leadership and faith exploration, girls develop confidence, skills and lasting friendships. Our purpose is to nurture the holistic development of each girl—spiritual, physical, educational and service—helping them realise their potential and find a strong sense of identity, belonging and purpose.



It is within this mission that we are looking for someone to lead our team in a changing society; someone with strong leadership abilities and sound organisational skills and the ability to manage in a complex governance environment with volunteers at its heart; with an affinity with the people they will lead; and who can embrace and manage change.

If that sounds like you, then we would love to hear from you. The recruitment process is being managed by our partners at Engage, so if you'd like to find out more, feel free to get in touch with them in the first instance. As well as the information in this document, our website at gbni.co.uk is packed with more information.

With thanks again for your interest.

Tracey Davies

Chairperson

Girls' Brigade
Northern Ireland



Who we are

We are a dynamic, Christ-centred organisation, that values, nurtures and equips girls for life.

The modern Girls' Brigade was formed in 1965 through the merger of three organisations: the Girls' Brigade (Ireland), the Girls' Guildry and the Girls' Life Brigade. This unification created a single, international movement with a shared structure, identity and programme, providing a stronger foundation for growth in Northern Ireland and beyond.

Although Girls' Brigade had already been present in Northern Ireland since 1940, the post-1965 period marked a phase of consolidation and expansion. Following the merger, local companies across Northern Ireland began to operate within a unified framework, strengthening connections between districts and aligning programmes more closely with the wider international organisation.

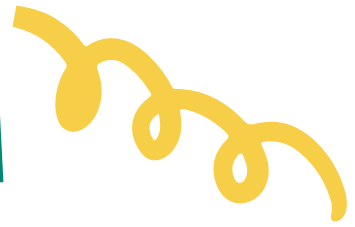
During the 1960s and 1970s, Girls' Brigade became an increasingly visible and valued part of community life. Weekly meetings in church halls offered structured programmes combining faith, friendship and practical skills. Activities ranged from physical education and crafts to music, service and leadership development, encouraging girls to grow in confidence and responsibility.



In the decades that followed, the organisation continued to evolve to meet changing social needs. Programmes were updated, badge systems expanded, and leadership training strengthened to support volunteers delivering the work on the ground. Despite these changes, the core ethos remained constant - supporting the spiritual, personal and social development of girls.

Today, Girls' Brigade Northern Ireland operates as one of the largest uniformed youth organisations in the region. With companies based in local churches and communities, it continues to provide a structured, age-appropriate programme for girls aged three to eighteen. While methods have modernised, the organisation's purpose remains firmly rooted in equipping girls for life, service and faith.

What we do



Girls' Brigade is a fun and exciting youth organisation that provides a full range of enjoyable activities that cater for all girls aged three to eighteen years. It is a great place to meet life-long friends and encourage girls to grow in confidence and to be free to be themselves.

Our GB companies operate a varied programme through the GB Session that suits all girls. This helps them to work towards badges in four key areas - spiritual, physical, educational, and service. Weekly activities include Bible teaching, games, crafts, drama, singing and helping others. Girls can also participate in camps, the Duke of Edinburgh's Award, and young leadership training. Awards can be achieved for regular attendance at company nights.

Explorers Age 3-7

Explorers in the Girls' Brigade offers a fun, safe and supportive environment for young girls to learn, grow and make friends. The programme combines play, creativity and learning through activities such as games, crafts, singing, dressing up, and storytelling. Girls are encouraged to try new things, build confidence and develop skills while enjoying teamwork and friendship. Rooted in a Christian ethos, it also introduces values such as responsibility and respect in an age-appropriate way. Explorers provides opportunities for personal development, helping girls discover their talents, have fun, and feel a sense of belonging within a caring group.



Juniors in the Girls' Brigade builds on the skills developed in earlier stages. The programme offers a fun, varied mix of activities including games, sports, crafts, baking, singing and Bible learning, helping girls grow in confidence and teamwork. It encourages personal development through challenges, badge work and group activities, while

Juniors Age 8-10



promoting values such as respect, responsibility and honesty. Girls are given more opportunities to take part in teamwork and leadership, developing independence and friendships. Within a safe, supportive and Christian environment, Juniors helps girls discover their talents, build life skills and enjoy being part of a caring community.

Seniors Age 11-13

Seniors in the Girls' Brigade offers a more challenging and engaging programme that supports personal growth and independence. Activities include sport, creative work, discussion, community service and Bible study, helping girls develop confidence, teamwork and leadership skills. The programme is structured around key areas such as spiritual, physical, educational and service development. Seniors are encouraged to take responsibility, build friendships and explore their identity in a supportive environment. Through opportunities like outings, competitions and shared projects, girls deepen their skills, strengthen their values and prepare for the next stage of their Girls' Brigade journey.



Brigaders focus on personal growth, independence and leadership. The programme offers a flexible, less structured environment where girls can choose activities that suit their interests, including creative arts, sport, community involvement and faith-based learning. It encourages responsibility, teamwork and confidence, while providing a supportive space to navigate the pressures of teenage life. Brigaders often take on leadership roles, helping with younger groups and contributing to their

Brigaders Age 14-18

community. Through friendships, shared experiences and opportunities such as competitions and projects, girls continue to develop skills, values and a strong sense of purpose.



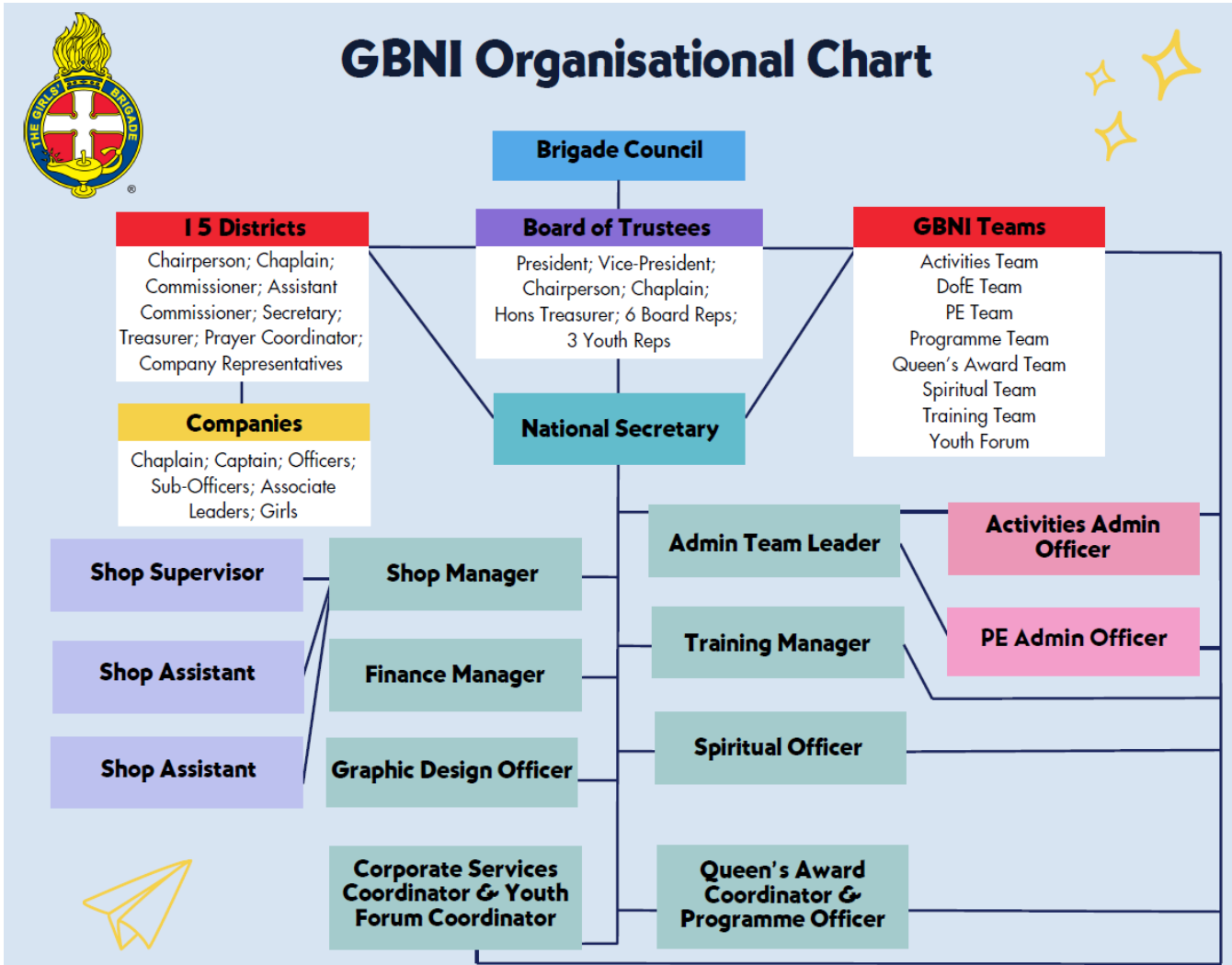
Sub-Officers 16+

Sub-Officers in the Girls' Brigade support the leadership team in delivering a safe, engaging and effective programme for girls. They assist with planning and running weekly activities, helping across different age groups and supporting the development of skills, confidence and faith. Sub-Officers are volunteers who receive training to equip them in safeguarding, leadership and programme delivery. They contribute to creating a positive, inclusive environment where girls can learn and grow. Working alongside Officers and Captains, they play an important role in mentoring young members, building relationships and supporting the overall mission of the Girls' Brigade within their local church and community.

Leaders 18+

Leaders in the Girls' Brigade are volunteers who play a central role in delivering a safe, engaging and meaningful programme for girls. They plan and run weekly activities across different age groups, supporting girls' development in areas such as confidence, skills, teamwork and faith. Leaders work as part of a team within their local church, helping to create a welcoming and inclusive environment. They receive training in leadership and safeguarding to ensure high-quality youth work. Through mentoring, organisation and guidance, leaders help girls grow, develop friendships and reach their potential within a supportive, values-based setting.

How we are organised



Strategy

GB Aim

The Aim of the Girls' Brigade, being a Christian organisation, international and interdenominational, shall be: To help girls to become followers of the Lord Jesus Christ, and through self-control, reverence and a sense of responsibility, to find true enrichment of life.

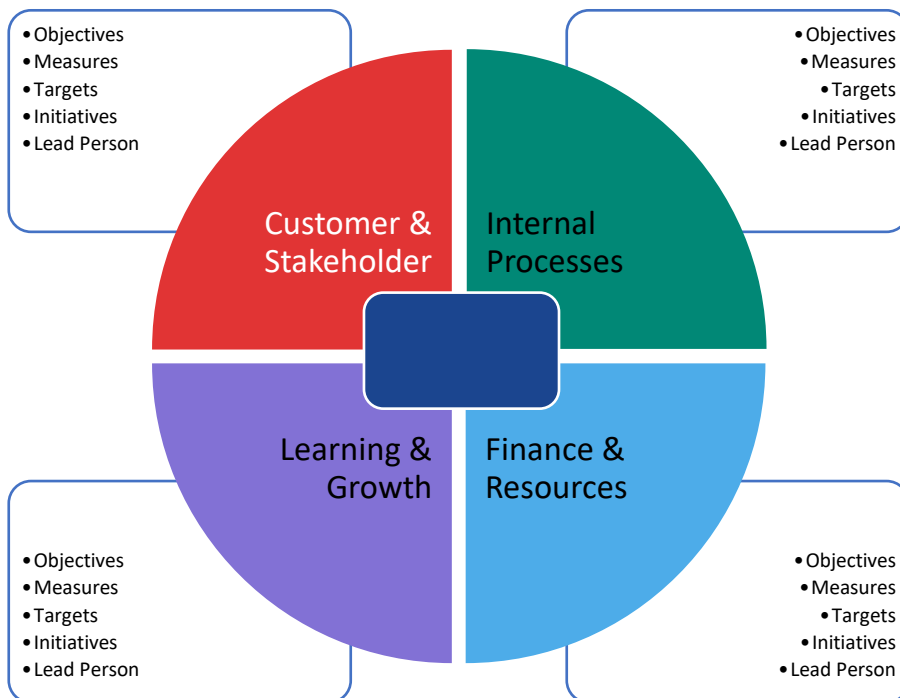
GBNI Vision

Girls' Brigade Northern Ireland will be recognised as a dynamic, relevant, Christ-centred organisation effectively reaching out to all girls to value, nurture and equip them for life.

GB Motto

"Seek, Serve and Follow Christ"

Having successfully completed our 2022-2025 Strategy framed by our Balanced Scorecard, GBNI is now preparing its next three-year strategy.



Financials



Below is a snapshot of our latest published annual income and expenditure report for May 2025. If you are reading online, you can click on the links below to access the last three years' annual accounts for more detailed information.

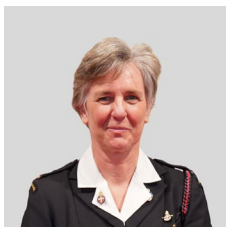
	Unrestricted funds 2025 £	Restricted funds 2025 £	Total 2025 £	Unrestricted funds 2024 £	Restricted funds 2024 £	Total 2024 £
Income and endowments from:						
Donations and legacies	13,346	-	13,346	2,416	-	2,416
Charitable activities	342,796	173,293	516,089	284,594	173,410	458,004
Other trading activities	303,815	-	303,815	303,508	-	303,508
Investments	25,012	-	25,012	27,588	-	27,588
Other income	10	-	10	1,440	-	1,440
Total income	684,979	173,293	858,272	619,546	173,410	792,956
Expenditure on:						
Raising funds	332,025	-	332,025	314,905	-	314,905
Charitable activities	375,417	173,293	548,710	354,558	173,410	527,968
Total expenditure	707,442	173,293	880,735	669,463	173,410	842,873
Net gains/(losses) on investments	30,282	-	30,282	95,129	-	95,129
Net income and movement in funds	7,819	-	7,819	45,212	-	45,212
Reconciliation of funds:						
Fund balances at 1 June 2024	2,136,838	-	2,136,838	2,091,626	-	2,091,626
Fund balances at 31 May 2025	2,144,657	-	2,144,657	2,136,838	-	2,136,838

[May 2025 Annual Report](#)

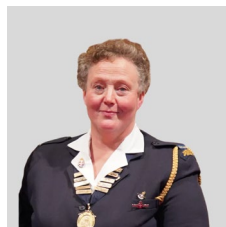
[May 2024 Annual Report](#)

[May 2023 Annual Report](#)

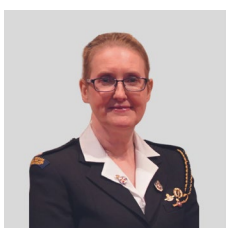
Meet the Board



Tracey Davies
GBNI Chairperson



Isobel McKane
GBNI President &
Designated Child
Protection Officer



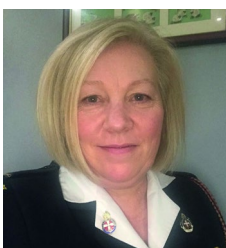
Heather Lindsay
GBNI Vice President



Rev. Ben Preston
GBNI Chaplain



Arlene Bingham
Trustee Representative



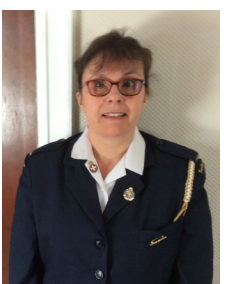
Ingrid Orr
Trustee Representative



Julie Budd
Trustee Representative



Lorraine Murtagh
Trustee Representative



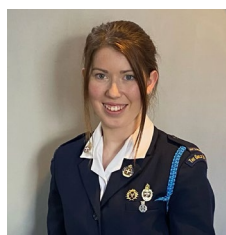
Tracey Erskine
Trustee Representative



Tracey Weir
Trustee Representative



Lauren Cull
Honorary Treasurer &
Youth Representative



Kathryn Orr
Youth Representative

Job Description

Job Title	GBNI National Secretary
Role	The GBNI National Secretary is responsible for the successful development, leadership, management and administration of the Girls' Brigade Northern Ireland (GBNI) according to the strategic direction set by the GBNI Board of Trustees ("Board")
Contract type	Permanent
Responsible to	Chairperson
Salary Scale	£52,000 plus 6% employer pension contribution
Hours	This is a full time (35 hours per week) post. The job requires regular evening and weekend work.
Annual Leave	28 days annual leave entitlement and 12 days statutory leave
Place of Work	GBHQ, C2 Kilbegs Business Park, Fergusons Way, Antrim, BT41 4LZ with some flexible working

Main Purposes of the Role

- To ensure the Christian Aim, Motto and Principles of GBNI are maintained and promoted.
- To support, enable and inform the Board to fulfil its responsibilities in the governance of GBNI.
- To work with the Chairperson to ensure that the Brigade Council and Board regularly review and formulate the vision, mission and strategic plans of GBNI.
- To deliver, through appropriate plans, the vision, mission and objectives of GBNI, in accordance with the Constitution and agreed company policies.
- To ensure that GBNI is well administered and meets its governance responsibilities.
- To work with the Board and Teams to develop service, programmes and activities that benefit GB members across Northern Ireland.

- To lead, manage and support the GBHQ staff team to maximise their personal contributions.
- To ensure long term sustainability, through effective governance, sound finance and delivery of services to GB members.

Main Duties & Responsibilities

1 Governance

- To ensure the proper constitution of the Brigade Council and Board, in accordance with the Articles of Association, to provide good governance.
- To ensure that the Board has at its disposal sufficient resources, guidance, training and professional advice on matters concerning compliance with its governing instrument and its legal, financial and other responsibilities, in accordance with Charity Commission regulations and current legislation, and the need to remain solvent.
- To liaise with the Chairperson to enable the Board to fulfil its governance functions and to support and to facilitate the optimum performance by the Board, Teams, Subgroups and their individual members.
- To identify, assess, and inform the Board of internal and external issues that affect the organisation and liaise with the Chairperson, President and Treasurer to draw the Board's attention to matters that need a decision.
- To provide in a timely and appropriate manner information and advice on all matters relevant to the discharge of their duties that will assist the Board in carrying out its responsibilities.
- To provide the Board with regular and appropriate reports on the progress of the organisation in achieving or implementing policy objectives and decisions they have set including performance against the annual budget.
- To ensure that all necessary policy proposals are formulated for consideration by the Board.
- In consultation with the Chairperson, prepare meeting Agendas with all items for consideration and to ensure all minutes and relevant papers are distributed to members prior to meetings.
- To organise, coordinate, and attend the AGM, Brigade Council and Board, ensuring minutes are recorded appropriately.
- To participate with the Board in developing long term strategies to guide the organisation.
- To foster effective teamwork between the Board and the staff.
- To help the Board to acquire appropriate skills and to support self-evaluation.

2 Strategy

- To work with the Board to ensure that a long-term strategy is in place, to guide the organisation in achieving its mission and meet the needs of GB members.

- To lead the implementation of the strategy, including development and delivery of an annual operational plan with appropriate targets, along with annual and quarterly staff work plans.
- To monitor and review progress against the operational plan.
- To provide quarterly reports to the Board to enable them to assess progress of the organisation in achieving its strategic aims and objectives.

3 Policies and Procedures

- To ensure that the organisation has the appropriate policies, procedures, systems and processes in place (including Health and Safety, Safeguarding and Data Protection) and that they are being implemented consistently.
- To ensure GBNI meets all its statutory obligations in relation to external legislation and bodies such as Companies House, the Charity Commission, ICO and the Equality Commission.
- To execute the filing of all legal and regulatory documents and monitors in compliance with relevant laws and regulations.
- To always ensure that GBNI staff and volunteers comply with all laws related to its activities and operations.
- To develop policies, procedures and guidance as required by the business needs of GBNI on an annual basis and recommend changes to the Board as appropriate.
- To draft new policies and annually review existing policies as required for the approval of the Board and prepare procedures to implement the policies.
- To identify and evaluate the risks to the organisation's people (young people, volunteers, staff and management), property, finances, resources and reputation and implement measures to control risks.
- To ensure that the Board of Directors and the organisation carry appropriate and adequate insurance coverage and to ensure that the Board and staff understand the terms, conditions and limitations of the insurance coverage.

4 Operational Management

- To oversee and liaise with the staff team to ensure each department is fulfilling its responsibilities in line with the operational plan.
- To define and secure the resources (human, material and financial) needed to operate effectively.
- To ensure that the resources of the organisation are best deployed to achieve the strategic objectives.
- To oversee the efficient and effective day-to-day operation of the organisation including the GBNI Supplies Department.
- To ensure an annual calendar of meetings and events for the Brigade Council, Board and its associated Teams and Subgroups is prepared for Board Approval.
- To ensure good communication exists within GBHQ and across GBNI.
- To ensure that the operation of the organisation meets the expectations of its members, Board, Brigade Council and Funders.

5 Finance

- To have responsibility for day-to-day financial management of the organisation, including preparation of budgets for agreement by the Board and ensuring that income is maintained and expenditure is controlled in line with budgets and that potential risks are identified and managed.
- To liaise closely with the Honorary Treasurer in all matters relating to finance.
- To consult with the Honorary Treasurer, Finance Manager and staff and liaise with the Finance Subgroup to generate an Annual Budget.
- To organise, attend and resource Finance meetings and consult and co-operate with the Treasurer and Subgroup on all matters relating to finance and budgets.
- To provide the Board with comprehensive, regular reports on the revenues and expenditure of the organisation and variances against its financial budget set for the year.
- To ensure strict adherence to all financial procedures including procurement policies and authority levels for approval of expenditure.
- To administer the funds of the organisation according to the approved budget and monitor the monthly cash flow.
- To approve expenditures within the authority delegated by the Board.
- To ensure that sound bookkeeping and accounting procedures are followed.
- To ensure that the organisation complies with all legislation covering taxation.
- To ensure the timely and complete preparation of the annual audited accounts and Annual Report.
- To develop income generation strategies to maintain and enhance the level of funding from existing sources and develop new funding streams.
- To develop and build relationships with partners, supporters, funders and potential funders to maximise opportunities for income generation.
- To research funding sources, develop fundraising plans and write funding proposals to increase the funds of the organisation.

6 Human Resources

- To oversee the implementation of the GBNI human resources and volunteer policies, procedures and practices including recruitment processes, contracts and salary structures.
- To determine and recommend to the Board the staffing requirements for organisational management and programme delivery.
- To provide leadership, supervision and direction to staff within the framework of Employment Law.
- To ensure the recruitment, management, training and development of staff are directed according to the objectives of the organisation, including the implementation of current employment and equal opportunities legislation and good practice.

- To ensure that all new staff and receive an induction to the organisation and that appropriate training is provided.
- To facilitate the establishment and development of training and development of staff and volunteers.
- To establish a positive, healthy and safe work environment in accordance with all appropriate legislation and regulations, to retain, motivate and support high performing staff and volunteers.
- To implement the staff support, supervision and appraisal process for all staff.
- To coach and mentor staff as appropriate to improve performance.

7 Material Resources

- To ensure that the material resources of the organisation are effectively deployed to achieve the strategy and meet the needs of members.
- To manage all GBNI property and insurance ensuring any maintenance and building issues are addressed.
- To ensure that the organisation's ICT and digital resources are strategically planned, effectively implemented and efficiently utilised to support operations, enhance service delivery and enable communication across the organisation.

8 Programmes and Services

- To coordinate the planning, implementation and evaluation of the organisation's programmes and services.
- To ensure that all programmes and services offered by GBNI contribute to the organisation's mission and reflect the priorities of the Board.
- To ensure that GBNI remains responsive to the needs of GB members and can demonstrate the value of the services provided and the impact of its work.
- To consult with members and volunteers to improve services and develop new programmes that meet the needs of girls and young women.
- To monitor the day-to-day delivery of the programmes and services of the organisation to maintain or improve quality and member focus.
- To coordinate the planning, implementation, execution and evaluation of special projects.
- To guide and assist GB companies when required and help to resolve any issues.

9 Stakeholder Relationships

- To represent GBNI and maintain effective relationships and networks with principal supporters, partners and stakeholders.
- To promote and represent GBNI on the GB Europe Board, attending meetings and implementing any necessary actions.
- To attend any necessary GBNI or external events and meetings to represent GBNI.

- To develop the organisation's public profile and influence and foster good relations with churches, government, statutory, voluntary, private bodies and to maintain and develop links with other related organisations in the youth sector.
- To act as an advocate to government for issues relevant to GBNI, its members and services.

10 Values

- To communicate and promote the Christian Aim, Motto and Principles of GBNI.
- To lead, speak at and participate in prayer and worship at GB church meetings, services, events and internal meetings as required.
- To encourage a culture where prayer and Bible teaching shape the leadership, community, and mission throughout the organisation.
- To promote diversity and equality of opportunity in all GBNI's work and practices.
- To build a culture where all staff and volunteers are valued and equipped to do their job.

This job description provides a framework for the role and should not be regarded as a definitive list of duties and responsibilities, which will develop and change over time through natural progression. The GBNI National Secretary will undertake any other duties as may be required by the Board within the scope of the post's function.



Person Specification

Essential Criteria

- Minimum of five years management experience, responsible for a budget of more than £250,000.
- Demonstrable ability to build, lead, develop and support teams of staff and volunteers.
- Good knowledge of relevant legislation and good governance of the voluntary sector including charity legislation, youth work policies, employment legislation, health and safety, risk management, taxation, Safeguarding and Data Protection.
- A minimum of five years' experience of the successful development of income generation strategies, fundraising plans and writing funding proposals.
- Ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- Ability to work effectively and collaboratively under the direction of a Board of Directors.
- Demonstrable understanding of a Christian ethos organisation and the ability to work within these values, evidenced by a personal Christian faith, in practice and expression, normally with active involvement in the life of a local congregation. (The essential nature of this post requires that the successful candidate be a Christian as provided for under excepted occupations in the Fair Employment Treatment (NI) Order 1998).
- Able to work evenings and weekends as required.
- A clean full Driving Licence with access to a car or other suitable means of transport to fulfil the duties of the role.

Attributes

- Excellent organisational skills.
- Good knowledge of human resources, financial management, project management and evaluation.
- Competent in the use of Microsoft suite of packages including Outlook, Teams and SharePoint.
- Ability to work to deadlines.
- Ability to prioritise and manage own workload.
- Excellent written and verbal communication skills.
- Understanding of ethical behaviour and business practices and ensuring that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organisation.

Desirable Criteria

- Third level management qualification (Level 4 and above)
- Good knowledge of the work of GBNI.
- Experience of working within a membership organisation.
- Volunteering experience.
- Youth work experience, ideally in a church setting.



How to apply

Please forward a **CV, maximum three A4 sides**, together with a completed **Supplementary Questions form** available from www.engageexec.co.uk, ensuring you have included mobile, work and home telephone numbers, as well as any dates when you will not be available or might have difficulty with from the recruitment timetable. You will also be asked to submit a separate **equality form** (see below).

The deadline is **Noon on Monday 29 June 2026**. Applications should be made by email to: apply@engageexec.co.uk

Contact Patrick Minne on 07792 509003 if you have any queries about the role or the application process.

Equality Monitoring and Criminal Convictions Disclosure

Along with the CV and Form, you will be asked to complete and return the Equal Opportunities Monitoring and Criminal Convictions Disclosure Form in a separate document. Neither of these will be disclosed to anyone involved in shortlisting your application.

Disability

In accordance with the Disability Discrimination Act a person is disabled if they have, or have had, “a physical or mental impairment which has, or has had, a substantial and long term adverse effect on your ability to carry out normal day to day activities”.

If you consider yourself to have a disability relevant to the position for which you are applying, please contact Patrick Minne so that we can process your application fairly, make any specific arrangements for your interview, and make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post if appointed.

Equal Opportunities and the Occupational Requirement

Girls' Brigade Northern Ireland (GBNI) is an equal opportunities employer and will not unlawfully discriminate in its recruitment and selection procedures. In accordance with Article 70 of the Fair Employment & Treatment (NI) Order 1998, it is an occupational requirement that GBNI's National Secretary is a committed Christian in full agreement with the GBNI's Statement of Faith.

By submitting an application for this position, you are consenting for your personal information to be processed and used for the duration of this recruitment campaign.

Timeline

CV, Supplementary Questions and Equality Monitoring and Criminal Convictions forms to be submitted

Noon, Monday 29 June 2026

First Interviews

Thursday 2 and/or Friday 3 July 2026

Second Interviews (may include a seen or unseen task)

Thursday 9 and/or Friday 10 July 2026

Optional Final Interviews

Thursday 23 and/or Friday 24 July 2026





Please address any enquiries relating to the advertised position, and your submission, to GBNI's recruitment partners:

Patrick Minne



Tel: 07792 509003

Email: patrick@co3.org.uk

www.engageexec.co.uk

Enquiries unrelated to this recruitment can be addressed to:

Girls' Brigade Northern Ireland

C2 Kilbegs Business Park

Fergusons Way

Antrim

Co. Antrim

BT41 4LZ

Tel: 028 94548054

Email: info@gbni.co.uk

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