

THE GIRL GUIDES ASSOCIATION NEW ZEALAND INCORPORATED T/A GIRLGUIDING NEW ZEALAND

JOB DESCRIPTION

JOB TITLE

Chief Executive

PURPOSE

Purpose of the job:

The purpose of the CE role is:

To be the ultimate brand ambassador for GirlGuiding NZ and it's mission to enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

To lead GirlGuiding NZ to achieve its strategic, financial and operational objectives as determined by the Board.

To ensure the financial management and sustainability of the organisation in accordance with the GirlGuiding NZ finance strategy.

To ensure the success of GirlGuiding NZ programmes, the member experience and the large team of volunteers and staff who work collaboratively to develop and deliver high quality programmes.

To attract, retain and develop the capability required to deliver GirlGuiding NZ's vision, mission and operational plans.

To enable the Board to fulfil its duties and responsibilities for the proper governance of GirlGuiding NZ by ensuring, together with the Board Chair, that the Board receives timely and appropriate advice and information on all relevant matters.

To manage the affairs of the Association and ensure that the organisation adheres to all relevant external compliance requirements.

Important functional relationships:

GirlGuiding New Zealand is a nationwide membership-based organisation which offers a range of programmes and opportunities that rely on the successful integration of the staff and volunteer functions. This position has key functional relationships with:

Internal:

- Staff, adult volunteers and girl members
- The National Board
- HR Committee
- Standing Committee
- Chair of Audit and Finance and Committee members
- GirlGuiding New Zealand Foundation Chair and Trustees

External:

- The media
- Consultants, suppliers and contractors
- WAGGGS and member organisations
- Government Agencies
- Funders
- Auditors
- Solicitors
- Other organisations as required

SPECIFIC DUTIES & RESPONSIBILITIES

Responsibilities/Accountabilities:

The CEO is responsible to the Board for leading and managing all strategic and operational aspects of GirlGuiding NZ as outlined below.

Be the ultimate brand ambassador for GirlGuiding NZ

- Champion the role of brand ambassador for GirlGuiding NZ and GirlGuiding New Zealand Foundation.
- Act as the representative and spokesperson for the GirlGuiding NZ and the GirlGuiding New Zealand Foundation where required.
- Develop and maintain national and international connections and relationships to cultivate continuous learning in operational and strategic leadership of membership organisations and foster growth and development opportunities of Girlguiding NZ.
- Be a proactive and influential member of the World Association of Girl Guides and Girl Scouts [WAGGGS].

Lead GirlGuiding NZ to achieve its strategic and operational objectives that are aligned with the mission and vision of GirlGuiding NZ

- Effectively lead the organisation to deliver its mission to enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.
- Develop and implement the Board approved Strategic and Operational objectives that are aligned with the mission and vision of GirlGuiding NZ.
- Ensure the organisation is focused on the delivery of quality girl experiences.
- Ensure there is a focus on growth with an increase in girl participation through all programmes offered.
- Ensure all agreed and approved operational and financial key performance indicators are achieved.
- Ensure the implementation of evidence-based models of fundraising, programmes and campaigns that enable improved financially viable membership across New Zealand.
- Work collaboratively with key internal and external stakeholders to drive engagement through the implementation of strategies to maintain and develop a strong and valued GirlGuiding NZ brand and presence in New Zealand communities.
- Represent GirlGuiding NZ at local/international forums and events.
- Advocate on behalf of GirlGuiding on a wide range of girl and young women's issues.
- Ensure and facilitate open, timely and effective internal and external communication.
- Identify and develop commercial ventures that will provide additional revenue streams for GirlGuiding NZ that complement the charitable purpose and are in line with the GirlGuiding NZ brand, values and mission.

Oversee the financial management, reporting and financial strategic direction at GirlGuiding NZ to ensure the sustainability of GirlGuiding NZ

- Ensure all agreed and approved financial key performance indicators are achieved.
- Lead the Businesses Services division in providing sound financial management for Girlguiding NZ and the GirlGuiding New Zealand Foundation.
- Oversee the effective management of all GirlGuiding NZ revenue streams, and continuously strive to maintain and improve the financial position of the organisation.
- Ensure the team proactively identify and manage potential financial risks to GirlGuiding NZ to mitigate loss and ensure continuity and sustainability of the organisation.
- Regularly analyse the financial performance of the organisation to maintain consistent alignment with profitability, sustainability and cost reduction strategies.
- Drives a solution and future focus to all financial challenges arising within the organisation.
- Ensure the team provide compliant and transparent financial reporting to the National Board of Directors (and other internal stakeholders where required) on the financial position of the organisation, risks, and the management of those risks, and all other reporting requirements.

Cultivate and drive a culture of success and continuous improvement across all aspects of the organisation

- Cultivate and drive a culture of success and continuous improvement across all aspects of the organisation that is aligned with the mission and vision of GirlGuiding NZ.
- Develop and implement mission and vision-aligned strategies around continuous improvement, organisational sustainability and change.
- Continuously build leadership capability of key organisational leaders in continuous improvement and leading organisations through change.

Champion the GirlGuiding experience and engagement to ensure the successful delivery of all GirlGuiding NZ programmes

- Lead a highly collaborative and engaged Experience and Engagement team in the development and implementation of long-term innovative growth and sustainability strategies to increase participation in Guiding programmes, memberships, and events.

- Lead the Experience and Engagement team to foster a sales culture of growth which ensures that girls are at the centre of Guiding and enhances our volunteer experience.
- Support the Experience and Engagement team in developing, managing and promoting High quality programmes, that are delivered to and aligned with aligned to organisational and operational expectations.

Lead the Business Services division to ensure the overall success, and management of the business operations of GirlGuiding NZ

- Oversee the Financial and Technical team to ensure that all revenue targets, KPIs are achieved or exceeded, and are reporting and information requirements met.
- Ensure the Business Services team are equipped to provide sound commercial advice to aid and improve decision making that is aligned with GirlGuiding NZ's strategic objectives
- Oversee the management of all owned and leased assets and ensure the maximization of returns in accordance with agreed GirlGuiding NZ financial strategies.
- Ensure external fund development income and expense targets are being met.
- Oversee the effective operational management of the organization including all stock, offices, properties and assets to ensure maximum benefits and income.
- Ensure that specialist and timely Human Resources and Legal Advice and support is provided across GirlGuiding NZ team and volunteer base.

Attract, retain and develop the capability required to deliver GirlGuiding NZ's vision, mission and operational plans on a sustained basis

- Effectively lead the Leadership Team and the wider organisation to ensure a cohesive 'one team' culture throughout, with common goals and clear deliverables.
- Develop a People Strategy for the organisation to support its medium and long-term goals and strategy.
- Mentor and coach the Leadership Team and ensure a development and learning focus for all staff and managers.
- Ensure a fully engaged paid and volunteer workforce.
- Ensure GirlGuiding NZ is a good employer and acts with good faith principles including ensuring that equal employment opportunities and healthy & safe working conditions underpin all employment policies.
- Act as a role model by reinforcing and living the values of GirlGuiding NZ.

Enable the Board to fulfil its duties and responsibilities for the proper governance of GirlGuiding NZ by ensuring, together with the Board Chair, that the Board receives timely and appropriate advice and information on all relevant matters

- Create and foster a trusting relationship with the Board operating with transparency.
- Effectively communicate, in a timely manner, with the board incidents that carry reputational risk.
- Recommend annual priorities to the Board and carry out Board decisions through the annual planning and quarterly reporting processes.
- Provide governance support to the Board Chair and Chairs of the National Committees.
- Make recommendations to the Board of a strategic and/or operational nature.
- Identify and report organisational risks and mitigation plans to the Board.
- Ensure the effective running of governance meetings including Board meetings and National Forum.

Manage the affairs of the Association and ensure that the organisation adheres to all relevant external compliance requirements

- Ensure compliance with relevant New Zealand legislation.
- Ensure GirlGuiding NZ meets all requirements of WAGGGS membership and accreditation.
- Ensure that risks are identified and regularly reviewed and that mitigation plans are developed and implemented.
- Foster a culture of Health and Safety in which our employees and volunteers are encouraged to identify risks and respond to them quickly and effectively.
- Ensure that all Health and Safety processes are carried out promptly and effectively: -
 - o Investigations of accidents, incidents and hazards
 - o Maintain accurate records regarding Hazard Forms, etc.
 - o Address complaints in a timely manner
 - o H&S as standard agenda items at team meetings with documented outcomes
 - o H&S Committee minutes read and actioned as required.
- Take responsibility for ensuring Health and Safety training, induction, audits, etc. are maintained to ensure a safe work environment and to mitigate risks.

GENERAL DUTIES & RESPONSIBILITIES

- Be punctual and work the hours and times specified.
- Prioritise workload to ensure work of the greatest importance to the business is undertaken with

- urgency and to a high standard.
- Support and help develop a positive workplace culture.
- Demonstrate excellent interpersonal communication skills.
- Responsibly manage all business resources within accountability levels.
- Undertake all duties and responsibilities outlined in this job description and all other duties as required by the business.
- Comply with all employment obligations.
- Promptly undertake to complete all reasonable and lawful instructions and directions given.
- Serve the business in good faith, promoting and protecting the business's best interests.
- During work time, and such other times as may be reasonably required, dedicate all effort to the execution and fulfilment of the duties, responsibilities, obligations and instructions related to employment.
- Demonstrate through own actions a commitment to Health and Safety at work when undertaking work or observing others in the workplace.

SKILLS, EXPERIENCE & EDUCATION

Delegated Authorities

As per the Policy on Delegations of Authority

Education and Experience

Qualifications

- Undergraduate degree in a relevant discipline is required and a postgraduate qualification would be an advantage.

Skills and Experience

- Experience and/or understanding of and empathy for the causes of girls and young women would be an advantage
- Superior leadership capability and proven experience in developing effective teams
- Experience in leading large-scale transformational change
- Good all-round general management competencies, a strong results orientation and excellent communication skills
- Previous leadership experience in a 'not for profit' organisation or a community focused
- Strong financial and commercial acumen and experience
- Collaborative working style with a track record of building effective relationships, including with the media, business and community groups
- Experience in managing an organisation with a diverse stakeholder base
- Experience in and understanding of the Health and Safety at Work Act and in developing a health, safety and wellbeing culture.

Personal Attributes

- Enthusiasm, passion and drive to take the organisation through change and into a future-state
- Executive presence, including being a skilled public speaker with the ability to build relationships with media and leaders in the commercial, 'not for profit' and government sectors
- Personal confidence and experience to interact with the Board in an open and honest manner
- Commitment to promoting honesty and integrity in all actions and encouraging the same in others
- Political 'nous' including the ability to read situations and display sound judgement.