

Local Co-ordinator



GirlGuiding New Zealand

Role overview **Local Co-ordinator**

This is a volunteer uniformed role at a local team level.

The Local Co-ordinator is a member of the Regional Hub Co-ordinator's team and is supported by and reports to the Regional Hub Co-ordinator. This role is pivotal in developing and supporting delivery of great girl programmes and girl leadership development.

Purpose of the role

The local co-ordinator

1. Provides leadership, direction and support to Unit Team Leaders
2. Provides a safe team environment
3. Works with Unit Team Leaders to monitor for quality programme planning and delivery to
 - a. Ensure a fun, challenging, relevant and exciting unit programme
 - b. Ensure a strong girl-led approach in the unit
 - c. Ensure that girls have access to a range of Guiding activities and experiences outside of the regular unit meeting
4. Works with other local coordinators as a member of the Regional Hub Coordinator's Team

Term

The appointment is for up to three years and may be renewed by invitation for further periods of up to three years.

Key Tasks & Responsibilities

1. Provide leadership direction and support
 - a. Maintain regular effective communication with unit team leaders
 - b. Ensure that issues and concerns are resolved appropriately and as immediately as possible, with the support of the Regional Hub Coordinator and Volunteer Services Team staff when necessary
 - c. Participate in the appointment of new leaders
 - d. Monitor waitlists and seek assistance with filling leader gaps
 - e. Find interim ways of units functioning during leader changeovers
 - f. Work towards all units operating at full capacity, (defined as 80% - 100% of girl-leader ratio) by encouraging and finding opportunities to grow girl numbers, in partnership with recruitment staff and the Regional Hub Coordinator
 - g. Encourage creative solutions to keep units open if a leader shortage
2. Provide a safe team environment
 - a. Establish and maintain a welcoming, respectful and inclusive culture within the local team.
 - b. Be a role model for appropriate personal standards of leadership
 - c. Establish positive relationships with all unit team leaders

- d. Show regular appreciation including nominating for regional, community and national awards
3. Work with unit team leaders to monitor for quality programme planning and delivery
 - a. Have a basic overview of the section programmes as per the Orientation module
 - b. Use Online Guide Manager to monitor unit programme plans to ensure that these include
 - i. Relevant badges and activities to enable girls to achieve awards
 - ii. Varied, fun, challenging and exciting ways of providing activities that challenge, including regular outdoor activities
 - iii. Girl led planning and leadership in delivery of programmes
 - c. Seek assistance to upskill leaders where programme delivery causes concern
 - d. Ensure girl records including badge completion, are regularly updated on Online Guide Manager
 - e. Ensure unit team leaders maintain regular communication with families through OGM, advising term and individual meeting programmes, and encouraging parent assistance with activities
 - f. Encourage units to offer activities beyond the normal unit meeting
 4. Work as an effective member of the Regional Hub Coordinator's team
 - a. Report as required to update on status and trends in the local team
 - b. Maintain regular two-way communication to facilitate support

This role maintains a focus on the importance of quality leadership and delivery of a well-balanced, relevant girl programme to growth in membership of the organisation.

This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety. Further details are on the GirlGuiding NZ website.

Performance measurements

- a. Effective delivery of quality programmes, unit record keeping within the units, which show girl-led direction
- b. Evidence of sound leadership, including effective communication, and a well-functioning Unit Team Leader team.
- c. Provision of ongoing support and assistance to Unit Team Leaders.

Direct Reports

The Unit Team Leaders.

Time commitment

The local co-ordinator's time commitment is approximately three to four hours per week.

The annual Local Coordinators' weekend Conference.

Initial training for the role is online and will take approximately 6 hours.

Location of Position

No fixed location. The role requires the willingness to travel from time to time to visit units in the local team area.

Person specification

Knowledge and skills

- a. Effective people management, and team leadership and communication skills
- b. Strong desire to achieve positive outcomes for girls
- c. Effective co-ordination and organisational skills
- d. An overview of the girl programmes and the expected milestones, or a willingness to gain this knowledge.

Experience

- a. Previous experience in relationship development and management.
- b. Team leadership experience.

Personal attributes

- a. A passion for GirlGuiding and its values.
- b. Support for the development, growth and achievements of girls and young women.
- c. Willingness to support and understand leaders working in units with girls.
- d. Self-motivated and able to work autonomously but collaboratively within a wider team.
- e. An inclusive style of leadership.
- f. The integrity to respect confidentiality and act with discretion.