

Job Description



Digital Programme Developer Christchurch Office

Last review date: September 2018

GirlGuiding New Zealand – *Nga Kohine Whakamahiri O Aotearoa*

GirlGuiding New Zealand has been the leading girls' organisation in New Zealand since its establishment in 1908, when it led the world in being the first national organisation established specifically for girls and young women.

From these visionary beginnings, GirlGuiding New Zealand remains a values based organisation which prepares girls for making the most of life ahead. Our aim is to help them develop skills, knowledge, values and a sense of adventure through an informal learning programme that's designed to be relevant to the interests of today's girls.

We provide a fun, safe environment where girls are encouraged to be themselves, where they can discover their potential and where their ambition is nurtured.

Guiding continues to focus on giving girls and young women the opportunity to enjoy a wide variety of social, recreational and community action experience that encourage them to help themselves and help others.

As a member of the World Association of Girl Guides and Girl Scouts, GirlGuiding New Zealand is part of an influential global community.

Our vision:

All girls and young women are valued, inspired and empowered to take action to change their world.

Our mission:

We enable girls and young women to develop into confident, adventurous and empowered leaders in their local, national and global communities.

Our goals:

Be considered the leading organisation for girls and young women in New Zealand, increasing our sphere of influence through growth and reach

Our values:

- Valuing and empowering girls
- Honesty and reliability
- A culture of friendliness and ambitious fun
- Connecting and working cooperatively with others and the community

- Responsible and accountable behaviour
- Respect and service to others
- Wise use of resources
- Accepting and providing challenges and learning from them
- Caring for the environment
- Cultural inclusiveness and understanding our global connections

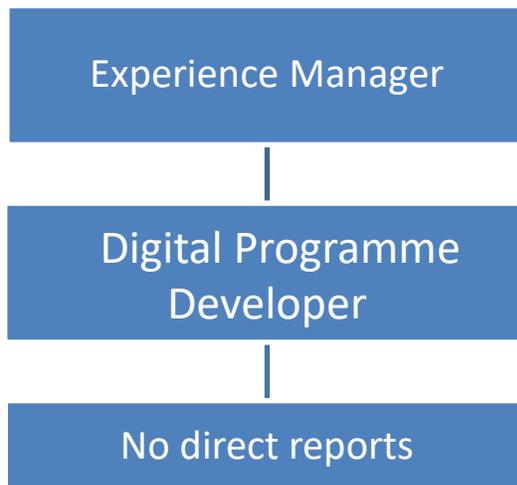
Organisational context:

- The job holder’s primary role is as a member of staff. They are responsible and accountable for the delivery of job specific responsibilities in line with their programme of work
- In fulfilling the role of a GirlGuiding New Zealand staff member, the job holder is accountable and responsible for delivering key performance indicators (KPIs) and participating in programmes of work for organisational development
- As a member of GirlGuiding New Zealand staff the job holder is a role model for attitudes and behaviours that support achieving GirlGuiding New Zealand vision and mission and are aligned to the organisation’s values and structure (the partnership model)
- Actively participate in team decision making and support peers and managers to ensure they and GirlGuiding New Zealand are successful
- Provide an efficient and effective service in order to achieve GirlGuiding New Zealand’s expectations, cost effectively and in a sustainable manner

Purpose of the job:

- To deliver on GirlGuiding NZ’s strategic, national and operational objectives in relation to programme delivery, growth and retention
- To convert current hard copy programme material to a dynamic and interactive on-line programme which contributes to growth and retention

Reporting structure:



Important functional relationships:

Internal:

GirlGuiding New Zealand is a nationwide membership based organisation which uses a partnership model to ensure the successful integration of the staff and member functions.

This position has key functional relationships with:

Internal:

- Programme Co-ordinator
- Applications Co-ordinator
- Staff where role located
- Guiding Development Team
- All GirlGuiding NZ staff
- Volunteers delivering online learning
- Parents/caregivers

External:

- Schools and education providers

Accountabilities:

Leadership

- Continually demonstrate enthusiasm for the organisation's vision, mission and values; inspire others to achieve goals and assist colleagues towards high performance
- Be part of a successful team by maintaining a shared vision, sound decision making, open and honest communication, professional integrity, personal responsibility, a coordinated approach, continual improvement and robust processes

Strategy

- Proactively maintain and support the development of business processes.
- Prioritise and monitor workload.
- Provide advice to their manager in relation to work prioritisation and policy development and implementation

External relationship development and communication

- Develop and maintain effective relationships
- Communicate GirlGuiding New Zealand's decisions and achievements

Team support

- Support the Guiding Development Team and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff and volunteer members

- Understand the wider environment in which GirlGuiding New Zealand operates

Health and safety

- Take responsibility for personal wellbeing in the workplace
- Compliance with health and safety policies and procedures to maintain a safe workplace

Job specific responsibilities:

- Convert hard copy girl programme material onto a digital platform in accordance with workplan as agreed with manager
- Develop and adapt learning materials into the LMS using multi-media tools within the system
- Work with Programme Co-ordinator to ensure presentation of content is dynamic, interactive and inspires
- Review, update and enhance on-line content as agreed within team and prioritised based on feedback regarding existing content and development of new programme content
- Provide support and advice for users, including volunteers involved in programme delivery, to maximise use and achieve required outcomes
- Provide support and advice as requested by manager regarding on-line learning for adults and assistance with any internal development of on-line learning as prioritised by manager
- Maintain a strong working knowledge of developments in the on-line learner space and use this to inform advice regarding any further enhancements
- Lead efforts to identify, troubleshoot, and resolve LMS-related system issues. Help identify and prevent problems before they occur

General

- Participate in special projects in specialist or other area as opportunities identified
- Provide back-up support for other members of the Guiding Development team as required

Job specific competencies

- Experience with Learning Management Systems
- Expert user of Captivate
- Experience in using the Microsoft suite of products, in particular Word and Outlook
- Professional verbal and written communication as well as interpersonal skills
- Strong attention to detail and accuracy
- Strong team player with the ability to function independently when necessary
- Sound judgement and problem-solving skills
- Act with integrity at all times
- Commitment to customer services excellence
- Strong analytical and structured/creative problem-solving skills (thinking out of the box)
- Experience working with remote teams and with the use of virtual conference tools
- Excellent time management skills with the ability to multi-task and prioritize

General Competencies

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and members work together in achieving common goals for the benefit of GirlGuiding New Zealand. Demonstrates a strong customer service ethic
- Continuous improvement – supports positive change; actively promotes personal improvement; strives for excellence in all aspects of work
- Environmental awareness and appreciation of potential impacts of trends and legislation pertaining to the area of responsibility
- Relationships - establishes and maintains solid relationships with colleagues

Qualifications and experience

- Experience in an education setting would be desirable
- Minimum of two year’s proven experience working with LMS platforms
- Experience designing, building and troubleshooting LMS platforms
- Experience in working collaboratively with external organisations
- Experience in a not for profit environment would be an advantage

Note: Job purpose, responsibilities and competencies may change over time. Job holders will be notified of any changes. Consultation will take place in the event of any material changes that affect the overall scope, function or possibly size of the job.

Jobholder Name & Signature

Date

Manager Name & Signature

Date

Chief Executive Name & Signature

Date