

Job Description



Programme Co-ordinator 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.

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 quality, growth and retention
- To ensure that GirlGuiding NZ’s programmes are challenging, fun, interactive, age appropriate, relevant and cater for a variety of interests

Reporting structure:



Important functional relationships:

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:

- Digital Programme Developer
- Applications Co-ordinator
- Staff where role located
- Guiding Development Team
- All GirlGuiding NZ staff
- National, Regional and Local Volunteers
- Parents/caregivers

External:

- Schools and education providers
- Relevant subject matter/specialist community organisations

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:

- Develop a shared vision of agreed outcomes for digital programme as approved by manager and contribute to their high level execution
- Contribute to transformation of material to digital platform in accordance with workplan and timelines as agreed with manager
- Work with Digital Programme Developer to ensure presentation of content is dynamic, interactive and inspires
- In conjunction with Digital Programme Developer 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
- Develop programme material for various events including but not limited to the outdoors, STEM activities and one-off events
- Review existing programme material as part of agreed work plan and provide recommendations for changes in content
- As part of programme reviews provide recommendations for any changes needed in volunteer resources
- Provide support and advice for users, including volunteers involved in programme delivery, to maximise use and achieve required outcomes
- Retain a working knowledge of interests, trends and issues relating to young people today and use this to ensure the ongoing relevance of programmes offered

General

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

Job specific competencies

- Knowledge of psycho-social and educational context of girls in today's world
- Knowledge of girls' life stages as it relates to their age and development
- Strong written and verbal communication 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
- Must have excellent time management skills with the ability to multi-task and prioritize

- Experience in using the Microsoft suite of products, in particular Word and Outlook
- Understanding of how Learning Management Systems enhance learning

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

- Bachelor's degree in a relevant field (such as Education, Communication Studies etc) or equivalent experience/training
- Experience in an education setting, including with a team in an on-line learning context, would be desirable
- 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