

## Role Description

### 40. Programme Co-ordinator



Last review date: June 2019

#### **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, discover their passions and potential, contribute to their community and form friendships.

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. We are a girl-led organisation which means that girls choose their own Guiding pathway.

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

**Purpose of the role:**

This role is responsible for ensuring that GirlGuiding NZ's programmes are challenging, fun, interactive, age appropriate, relevant and cater for a variety of interests.

The role is part of a development team which uses an agile framework to deliver an annual programme of work designed to assist with the achievement of GirlGuiding NZ's strategic and national operational plans in relation to programme delivery, growth and retention.

**Reporting structure:**

GirlGuiding NZ has a team of approximately 1,300 volunteers and staff delivering programmes, activities and events to approximately 10,000 girls and young women each year. Refer to the organisational chart for an overview of the organisation's team and structure.

**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:**

- Development Manager
- Development Team
- Girl Experience Teams
- Applications Co-ordinator
- Agile Project Teams and Taskforces
- Staff where role located
- Volunteers
- Parents/caregivers

**External:**

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

**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 Development Team and any functional and project teams that you are involved in to help them be successful
- Maintain effective relationships with staff volunteers, and girls
- 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

**Role specific responsibilities:**

- Participate in agile development cycles to develop and create content and resources for Girl Experience programmes (Classic and Community) and work collaboratively to ensure projects are delivered on time, within budget, to the agreed quality and standards
- Work collaboratively with the relevant Girl Experience Team to ensure a smooth handover of new programmes, materials, resources and opportunities and ensure they are implemented successfully

- Participate in agile development teams to develop and create resources for volunteer development including national events and work collaboratively to ensure projects are delivered on time, within budget, to the agreed quality and standards
- Work collaboratively with the relevant Girl Experience Team to ensure a smooth handover of new volunteer resources and materials and ensure they are implemented successfully
- Utilise feedback loops with girls, parents, volunteers and/or staff for all development to enable continuous improvement to occur and demonstrate that the feedback received is being used to inform decisions
- 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
- 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
- Ensure presentation of content is dynamic, interactive and inspires
- 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
- Test programme outputs to ensure a market aligned product
- Engage in team meeting and take notes to be shared with the Development Team

### **General**

- Participate in special projects in specialist or other area as opportunities identified
- Help build and model great team culture
- Assist with the provision of information required for funding applications and proposals
- Respond to the changing needs of GirlGuiding NZ, performing other tasks as reasonably required

### **Role 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
- Ability to respond positively to and act on constructive criticism from peers and clients.
- Ability to respond to opportunities as they present

### **General Competencies**

- Leadership qualities – acts professionally; self-starter; risk assessor; good listener
- Judgment – considers long-term impacts of decisions
- Collaboration – staff and volunteers 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
- Experience in creating experiences that lead to a learning outcome would be an advantage

**Note:** Role purpose, responsibilities and competencies may change over time. Role 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 role.

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Roleholder Name & Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Manager Name & Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Executive Name & Signature \_\_\_\_\_  
Date