

Guide Programme Co-ordinator



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role.

The Guide Programme Co-ordinator is a member of the Programme Team and is supported by and reports to the Programme Adviser.

Purpose of the role

As a member of the Programme Team, the Guide Programme Co-ordinator is delegated responsibility for providing advice and guidance regarding the delivery of the Guide section of the girl programme.

The Guide Programme Co-ordinator,

1. Maintains oversight of the Guide programme content for on-going relevance and development
2. Collects and develops innovative programme and activity ideas and resources for the Guide section
3. Provides direction and support for the delivery of the Guide section programme in units and regional hubs
4. Provides advice for national event/programme planning
5. Works as an effective member of the Programme Team

Term

The term is for three years, which can be renewed by invitation for a further term of three years.

Key Tasks & Responsibilities

1. Maintain oversight of the Guide programme content
 - Advise the Programme Adviser regarding opportunities for further development of resources or improvement within the Guide programme
 - Keep up to date with girl social and societal development issues to ensure that our programme remains relevant for the Guide age group
 - Provide advice and support the Development Team to enable it to deliver its girl programme work programme
 - Assist the Development Team with the digitisation of the Guide Programme and other related resources
 - Actively participate and provide advice when the Guide Programme is reviewed

2. Collect and develop innovative programme and activity ideas and resources
 - Provide a range of regularly updated programme ideas to assist leaders to deliver fun and dynamic Guide programmes
 - Provide badges resources, balanced term programme outlines (if required) and activity details, using a variety of activities and an outdoor and girl-led emphasis that enables girls to achieve
3. Provide direction and support for the delivery of the Guide section programme in units and regional hubs
 - Promote and support national and regional activities for Guides
 - Provide advice and support to Girl Opportunities Co-ordinators
 - Monitor the Leader Guide Section Facebook pages
4. Provide advice for national event/programme planning
 - Provide advice regarding proposed programme content for national events such as discoveries and jamborees to ensure it is balanced, complementary to current themes and builds on unit programme content, and has the appropriate level of challenge for the target group
5. Work as an effective member of the Programme Team
 - Work collegially with the Programme Adviser, including participation in an annual review discussion
 - Provide the Programme Adviser with regular reports regarding the delivery and uptake of the Guide programme

This role maintains a focus on the 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

- Effective contribution, through the Programme Adviser and Development Team, to the operational decision making in Guide programme planning for GirlGuiding New Zealand
- The national delivery of a relevant, dynamic and quality Guide section programme through availability of a range of programme ideas and resources
- Reports in accordance with pre-determined Programme requirements, targets and timeframes
- Guide programme receives positive feedback from leaders, parents and girls.

Direct Reports

- None

Time commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences with the Programme Adviser, Programme and Development teams and staff.

Location of Position

No fixed location. The role requires a willingness to travel within New Zealand to attend meetings and events.

Person specification

Knowledge and skills

- Sound knowledge of the Guide section programme, including health and safety matters and the programme delivery in OGM
- Good understanding of girl development and non-formal education methods
- Excellent communication skills, using a variety of channels and technologies
- Effective co-ordination and organisational skills
- A willingness and ability to delegate
- Openness to change and new ideas
- A willingness to collaborate using remote access technology
- Ability to operate effectively in a partnership with staff and volunteers

Experience

- GirlGuiding experience in a variety of leadership and programme roles, with a good understanding of the Guide section
- Experience in development and delivery of girl programmes, including those held in the outdoors
- Experience in the development of programme tools and resources desirable

Personal attributes

- A passion for GirlGuiding and its values
- Support for the concept of girl leadership
- Support for the development and growth of girls and young women
- The flexibility to be responsive to the needs of Guiding
- Self-motivated and able to work autonomously but collaboratively within a wider team
- An inclusive style of leadership
- A willingness to develop skills, embrace new technologies and influence others to do the same
- The integrity to respect confidentiality and act with discretion