

Group Leader



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role at a National level

A Group Leader is a member of the Jamboree Group Leader team and is supported by and reports to the Jamboree Committee Chair.

Purpose of the role

A Group Leader is responsible for leading a team to ensure the smooth running of a group of approximately 300 girls and leaders, following the jamboree programme, and maintaining a happy and safe camping environment throughout the event.

Term

From the date of appointment to the conclusion of the post-event teleconference.

Key Tasks and Responsibilities

1. General
 - Is a member of the Group Leader Team and operates in accordance with the Jamboree Committee Framework for this event.
 - Work in accordance with the instructions of the Jamboree Committee Chair.
 - Work within agreed financial processes and policies.
 - Assist the Jamboree Committee to ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.

2. Position Specific
 - Take part in all meetings, online or onsite, prior to the meeting with the Jamboree Chair and Committee (where relevant).
 - Establish good communication with group team prior to the event and maintain this during the event.
 - Communicate with the unit leaders appointed to the group before the event and work with them during the event.
 - Forward to the unit leaders in a timely manner all necessary information received from the Jamboree Chair and Committee
 - Is familiar with the risk management plan for Tui Ridge site particularly the evacuation plans to the Group areas and understands the Group Leader role in the evacuation plan.

Group Leader



- Prepare for group activities including preparing a gateway, noticeboard and activities in line with the theme of the event.
- Be responsible for ensuring that the group equipment as per the list supplied by the Jamboree Chair is collected and brought to the event.
- Implement a wet strike contingency plan as required by the Site & Equipment Team Lead and Jamboree Chair.
- Write a post event report in the format required by the Jamboree Chair.
- This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety.

3. Event Staffing

- Find and recommend team members for their areas of responsibility within the agreed timeline, in line with the leader selection process for all leader applications for the event.

4. On Site

- Along with the others in the group team play an active role in establishing the group site at least two days prior to the arrival of participants.
- Be an active member of the Jamboree Chair's team ensuring that engagement with all other team members is a positive experience.
- During the event attend meetings with the Jamboree Chair and hold regular meetings with unit leaders within the group.
- Liaise with the Group Tent Leader and ensure that the tents are managed and maintained within the guidelines provided by the Site & Equipment Team during the event.
- Ensure that units are adhering to the timetable to enable them to be at activities on time.
- Manage all issues that arise within the group, report and seek support from the Jamboree Chair or relevant Committee member as appropriate.
- Ensure all Health & Safety guidelines are followed by leaders and girls within the group including reporting incidents and supporting the health and wellbeing of all participants.
- Deliver group activities as required eg. Campfire and support unit leaders to deliver unit activities as required.
- Be responsible for group security within the guidelines set by the Security Team Lead and Jamboree Chair.
- Ensure, prior to leaving the site, that all equipment has been returned to the correct sources and that the group's area of the site is cleared.
- Contribute to the post event de-brief before leaving site.

Group Leader



Direct Reports

- Group Assistant Leader
- Group First Aider
- Group Caterer
- Group Tent Leader
- Unit Leaders

Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences with the Jamboree Committee Chair and relevant stakeholders.

Location of Position

No fixed location. The role requires a willingness to travel within New Zealand to attend the event.

Person specification

1. Knowledge and skills
 - GirlGuiding New Zealand Leadership qualification
 - GirlGuiding New Zealand Outdoor camping qualification
 - Effective people management and leadership skills
 - Excellent communication skills
 - Effective co-ordination and organisational skills
 - Openness to change and new ideas
 - Ability to operate effectively with girls, volunteers and staff
2. Experience
 - Effective Team leadership experience
 - GirlGuiding New Zealand leadership experience in a variety of roles
 - Experience of camping with large groups of girls in GirlGuiding New Zealand
 - Large group management experience an advantage
3. Personal attributes
 - Passion for GirlGuiding and its values
 - A strong desire to ensure positive outcomes for girls and young women
 - The integrity to respect confidentiality and act with discretion
 - The ability to develop and encourage other leaders in their responsibilities
 - Ability to give instructions and delegate effectively
 - Ability to lead and motivate wider event staff and participants
 - Active and of good health and has the stamina to deliver the event