

Alumnae Co-ordinator

Role Overview

This is a volunteer role at a national level of GirlGuiding NZ.

The Alumnae Co-ordinator is a member of the Fund Development team and is supported by and reports to the Fund Development Manager.

The Fund Development Manager is engaged in a project to grow the Alumnae Database and also to ensure ongoing support to existing Alumnae groups. Alumnae is the umbrella term used to cover the different groups; Trefoil Guild, National Guiding Friends, Connect, Young Women and Supporters. To facilitate this, the Fund Development Team will be keeping all Alumnae data up-to-date and confidential.

The Alumnae Co-ordinator role has been established to act as a point-of-contact and to provide advice and support to our alumnae groups and to those involved with Guiding Alumnae and Alumnae Development.

Purpose of the Role

The Alumnae Co-ordinator:

1. Provides support to the organisation on alumnae issues
2. Provides support to the existing alumnae membership, Trefoil Guild and National Guiding Friends
3. Ensures operational initiatives relevant to the vision and mission of GirlGuiding New Zealand concerning alumnae are delivered
4. Develops innovative projects and directions in alumnae areas, as part of the Fund Development team's annual planning.

Term

The term is for 12 months, which can be renewed by invitation for a further term 12 months.

Key Tasks and Responsibilities

1. Work as an effective member of the Fund Development Team in relation to Alumnae Development
 - Work with the other volunteers and staff as required, to identify and plan for activities, initiatives, and events for engagement with alumnae.
 - Contribute to growth in membership through effective team functioning and engagement with members.
2. Provide advice
 - Ensure that sound advice and information around alumnae support and engagement is provided at all levels of the organisation.
 - Encourage succession planning for Alumnae Co-ordinator role where appropriate.
3. Provide direction and support
 - Review and update processes to ensure alumnae have opportunities to participate and remain involved in the activities of GirlGuiding New Zealand.

4. Ensure operational initiatives are delivered
 - Promote alumnae networks and encourage succession planning and development of a strong network.
 - Assist in ensuring that GirlGuiding NZ alumnae programmes are relevant and accessible for former girls and leaders.
 - Assist in ensuring that the needs of former girls and leaders are catered for, through a relevant alumnae programme which is accessible through a variety of mediums and levels of engagement.
 - Assist Fund Development Manager in growing the Alumnae database by reaching un-known Alumnae

5. Trefoil Guild Specific Duties
 - Be the first point of contact by Trefoil Guild members, apart from the administrative matters detailed above
 - Represent the organisation at specific national Trefoil Guild meetings where needed and chair the Trefoil Guild Triennial Conference and Meeting
 - Assist where necessary in the formation of new Trefoil Guilds
 - Maintain effective communication with e-letter editor to continue the monthly Trefoil Guild newsletter.
 - Maintain effective communication with the committee that organises the annual national gathering. The committee will be responsible for appointing a chairperson for the business meeting, if held, and manage any business pertaining to it.

6. National Guiding Friends Specific Duties
 - Be the first point of contact by National Guiding Friends members, apart from the administrative matters detailed above
 - Assist where necessary in the formation of new National Guiding Friends groups
 - Maintain effective communication with e-letter editor to continue the National Guiding Friends newsletter.

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 Fund Development Manager, to the operational decision making for GirlGuiding New Zealand
- A well-run alumnae network, providing opportunities for engagement with the wider membership.
- A cohesive, relevant, and accessible approach to alumnae initiatives throughout the organisation.
- Trefoil Guild and National Guiding Friends are well informed and have a point of contact. Respond to email requests from Alumnae within 5 working days.

Time Commitment

Time commitment can vary according to criteria, deadlines, and accountability requirements, including planning, initiatives, email management and meetings/teleconferences with the Fund Development Manager, other volunteers and staff.

Location of Position

No fixed location.

Person Specification

Knowledge and skills

- Ability to work with and relate to a diverse group of adults.
- Effective leadership skills.
- 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

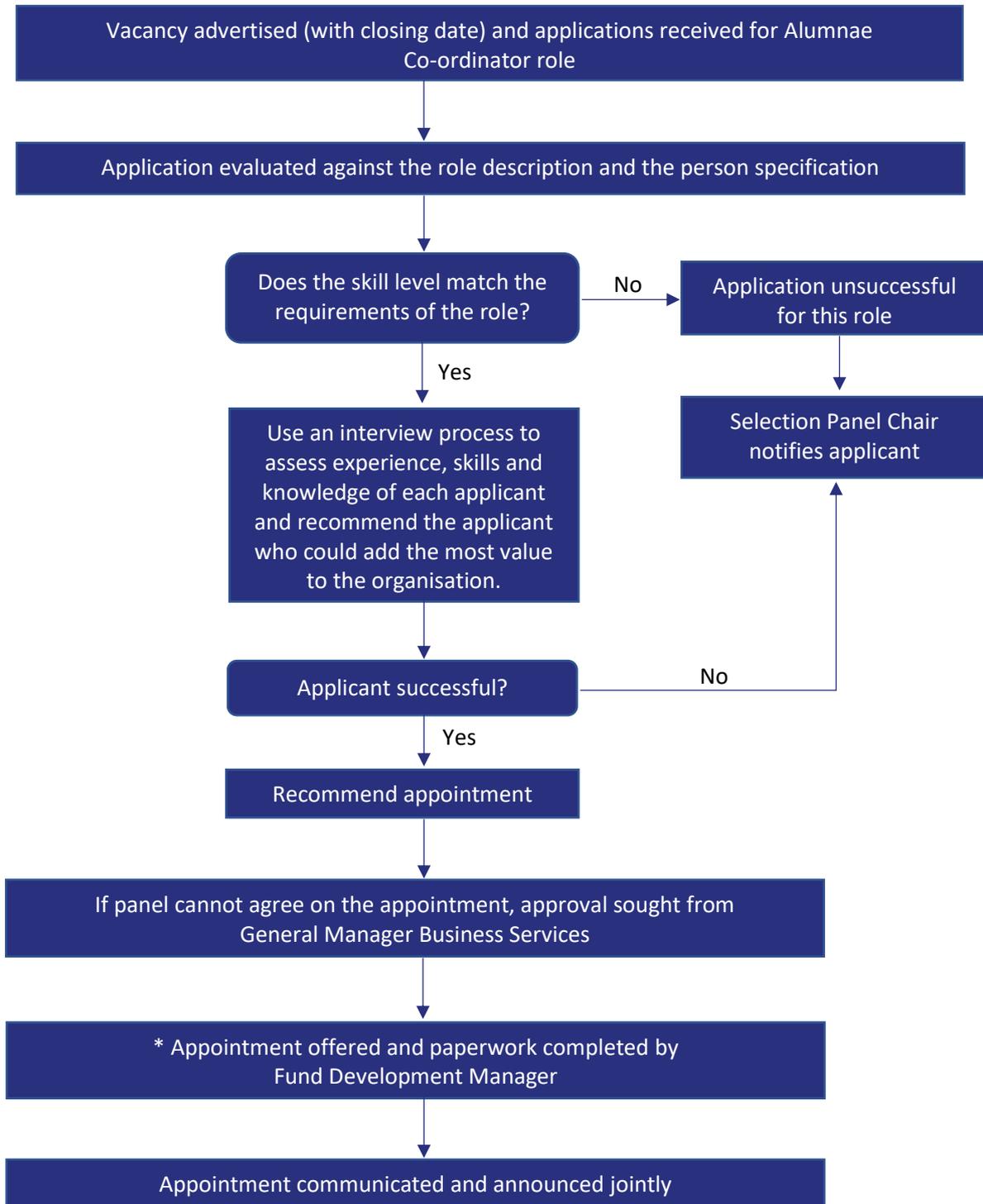
- Girl Guiding experience.
- Successful team leadership experience

Personal Attributes

- A passion for GirlGuiding NZ and its mission.
- 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.

Selection process for Alumnae Coordinator

Selection Panel (2): Fund Development Manager (or General Manager Business Services if Fund Development Manager not available) and Guiding Quality Adviser



* All appointments made are conditional on satisfactory Police Checks for each appointee. Please note, if there is not a suitable candidate, then the position will remain vacant.