

Development Delivery Co-ordinator

Role Overview

This is a volunteer uniformed role at a national level.

The Development Delivery Co-ordinator is supported by and reports to the Learning and Development Manager and works closely with the Outdoor and Volunteer Development Co-ordinator, the Development Adviser, the Programme Adviser, and WAGGGS National trainers.

Term

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

Purpose of the Role

As the Development Delivery Co-ordinator, your primary role is to plan and manage the delivery of the national training programme for volunteers. Your role will ensure that our volunteers are provided with innovative, relevant, effective, and accessible training and development opportunities that promote Positive Youth Development.

Key Tasks and Responsibilities

- Co-ordinate the annual planning for GirlGuiding New Zealand's overall learning and development programme delivery, both at Area/Regional Hub and nationally, including the delivery of trainer development.
- Ensure that the national virtual workshops are included in the training calendar and staffed appropriately.
- Ensure that the overall development opportunities within the national training and development programme enable volunteers to deliver quality Positive Youth Development programmes.
- Ensure the diverse development needs of volunteers are identified and catered for within the delivery of the national training programme.
- Appoint Area Development Co-ordinators in consultation with the Learning and Development Manager.
- Co-ordinate and support Area Development Co-ordinators to identify and plan for training and development needs and trends at an area level and ensure that any issues and concerns arising are dealt with promptly.
- Provide leadership advice and guidance to the Area Development Co-ordinators so they can effectively support and build capacity within their training teams.
- Work with Area Development Co-ordinators and Learning and Development Manager to appoint, support, and develop succession plans for Outdoor Assessor Co-ordinators, Mentor Co-ordinators, and Regional Training Co-ordinators.
- Together with the Development Adviser, analyse trainer and participant evaluations to identify trends and variances and develop actions to address issues.
- Contribute to future leader development opportunities through observation of needs.

Performance measurements

- Delivery of a comprehensive leadership development programme which is responsive to volunteer needs and contributes to delivery of a quality programme for youth members.

- Evidence of co-ordinator, trainer, mentor, assessor and specialist leader support and growth through development opportunities.
- Effective contribution, through the Learning and Development team, to the operational decision making for GirlGuiding New Zealand.
- Reporting in accordance with Learning and Development Manager requirements, targets, and timeframes.

Direct Reports

Area Development Co-ordinators.

Time commitment

An average of five hours per week, although this can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences with the Learning and Development team and Area Development teams

Location of Position

No fixed location. The role requires a willingness to attend 'after-hours' meetings and events via Teams or Zoom.

Person specification

Knowledge and skills

- Qualification as a GirlGuiding New Zealand trainer or strong familiarity with the training programme
- GirlGuiding New Zealand Leadership of Adults qualification (or working towards Leadership of Adults qualification)
- Sound knowledge of adult learning and working with diverse range of volunteers
- Effective people management, mentoring, and leadership skills
- Excellent communication skills and experience with using remote access technology for collaboration and meetings
- Effective co-ordination and organisational skills
- A willingness and ability to delegate
- Openness to change and new ideas
- Ability to operate effectively in a partnership with staff and volunteers
- Knowledge of and respect for Te Tiriti o Waitangi and tikanga Māori

Experience

- GirlGuiding experience in a variety of leadership and programme roles
- Experience in development and delivery of adult learning

Personal attributes

- A passion for GirlGuiding New Zealand and its values
- Support for the development and growth of girls and young women through the WAGGGS Education model
- Self-motivated and able to work autonomously but collaboratively within a wider team
- Commitment to mana-affirming practices to create a team culture that is inclusive, respectful of difference, and aligned to GirlGuiding New Zealand values and agreed directions
- A willingness to develop skills, embrace new technologies, and influence others to do the same
- The integrity to respect confidentiality and act with discretion