

Programme Adviser



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role.

The Programme Adviser is supported by and reports to the Learning and Development Manager and works closely with the Programme Developer, Content Designer, and Development Adviser.

As part of the Learning and Development team, you'll help to ensure that a well-balanced relevant programme is delivered to youth members.

Purpose of the role

As the Programme Adviser, your primary role is to lead and support the Programme Co-ordinator team and ensure our youth programmes are youth-centred, relevant, dynamic, and accessible to our volunteers. Your role provides support and advice on youth-led programming across GirlGuiding New Zealand, ensuring the voices of youth members and volunteers are heard.

Term

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

Key Tasks & Responsibilities

- Advise on best practice for youth-led programming across GirlGuiding New Zealand.
- Appoint the Programme Co-ordinators and the International Girl Opportunities Co-ordinator, in consultation with the Learning and Development Manager.
- Lead and support Programme Co-ordinators, ensuring they provide timely advice, support, and resources to relevant section volunteers.
- Lead and support the International Girl Opportunities Co-ordinator, ensuring they operate within their role effectively to implement international initiatives and events.
- Assist the Learning and Development Manager during the annual planning cycle to ensure Youth Programme development reflects organisational needs while maintaining a strong young person focus.
- With the Programme Developer and Learning and Development Manager, develop timelines and monitor progress of the annual workplan.
- Use creative and engaging methods of consultation to ensure there is a strong youth-voice in programme development/reviews.
- Ensure programmes are accessible and workable for volunteers.
- Support and lead the Programme Co-ordinator team to develop accessible programme and badge resources for volunteers alongside the Programme Developer.
- Provide advice regarding proposed programme content for national events such as Discoveries and Jamborees to ensure it is balanced, complementary to current themes, builds on unit programme content, and has the appropriate level of challenge for the target group.
- Work with the Development Adviser to develop and update training about the programme content for Volunteers.
- Process and approve extensions for Guides Aoraki and Queens Guide.

This role maintains a focus on the importance of quality leadership and delivery of a well-balanced, relevant youth member programme to encourage and support membership growth.

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

- Provision of support, activity ideas and badge resources to Volunteers in a timely and relevant manner
- Reports in accordance with predetermined requirements, targets, and timeframes
- The national delivery of relevant, dynamic, and quality youth programmes

Direct Reports

- Pippin Programme Co-ordinator
- Brownie Programme Co-ordinator
- Guide Programme Co-ordinator
- Ranger Programme Co-ordinator
- International Girl Opportunities Co-ordinator

Time commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences.

It is expected that it averages 3-5 hours per week.

Attendance at the National AGM and Forum is a requirement of the role.

Location of Position

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

Person specification

Knowledge and skills

- GirlGuiding New Zealand Leadership of Girls and Leadership of Adults qualification (or equivalent experience)
- Understanding of youth development and the needs of rangatahi today
- Effective people management and leadership skills
- Excellent communication skills, using a variety of channels and technologies
- Effective co-ordination and organisational skills
- Openness to change and new ideas
- Ability to operate effectively with staff and volunteers
- A willingness and ability to delegate

Experience

- GirlGuiding experience in a variety of leadership and programme roles
- Team leadership experience
- Experience in development and delivery of youth programmes
- Experience chairing meetings and an ability to collaborate using remote access technology

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