

## GirlGuiding New Zealand

### Role Overview

This is a volunteer uniformed role. The Aotearoa Adviser is supported by and reports to the Guiding Experience Lead and is a national adviser position.

### Purpose of the role

The Aotearoa Adviser

1. provides advice and support to the Regional Hub Co-ordinators
2. works as an effective member of the Guiding Experience 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. Provide advice and support
  - Provide advice, guidance and support to the Regional Hub Co-ordinators to assist with the effective functioning of areas and regional hubs. This includes advice relating to the expectations of and support for volunteers to ensure it is relevant, accessible and flexible enough to meet their needs.
  - Appoint key volunteer roles in regions in consultation with the Guiding Experience Lead and Volunteer & Programme Team Leader.
  - Work with the Volunteer & Programme Team Leader and Regional Hub Co-ordinators to identify leader talent in the areas and regional hubs for succession planning and development opportunities.
  - Work with the Guiding Experience Lead and Development Delivery Co-ordinator during the annual planning cycle to ensure initiatives reflect organisational and volunteer needs while maintaining a strong girl focus.
2. Work as an effective member of the Guiding Experience team
  - Work collegially with the Guiding Experience Lead including participation in an annual review discussion.
  - Contribute to the operational decision-making for GirlGuiding New Zealand programmes.
  - Provide advice to inform decisions made about growth and development of areas and the regional hubs.
  - Ensure that in collaboration with other team members there is a strong girl-led approach, with the girl voice being heard and listened to.

This role maintains a focus on the importance of quality leadership and 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 available on the GirlGuiding NZ website.

## Performance Measurements

- Effective contribution, through the Guiding Experience Lead to the operational decision-making for GirlGuiding New Zealand
- Implementation of the Strategic and Operational Plan targets for area development, as outlined in the National Operational Plan
- Reports in accordance with predetermined requirements, targets and timeframes

## Direct Reports

Regional Hub Co-ordinators

## 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 may include travel within New Zealand if required to attend meetings and events.

## Person Specification

### Knowledge and Skills

- A good understanding of the current approach to the development of all volunteer positions within GirlGuiding NZ. Holds a GirlGuiding NZ leadership qualification.
- A good understanding of how adults learn best and the part it plays in the effective delivery of girl programme
- A good understanding of girl development and the needs of girls today
- A good understanding of the needs of today's Leaders
- 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

## **Experience**

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

## **Personal Attributes**

- A passion for GirlGuiding and its values
- Support for the key direction of leadership development for 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