

Development Adviser

GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role. As this is a National Adviser role, it is appointed by the National Board.

The Development Adviser is supported by and reports to the Guiding Experience Lead.

Purpose of the role

The Development Adviser provides advice and support to the Development Team on the development and implementation of its work programme. The role works across the organisation and assists with the development of training and development resources. The Development Adviser:

1. Works as an effective member of the Development Team
2. Provides direction and support
3. Ensures Strategic and National Operational Plan initiatives are delivered

Term

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

Key Tasks & Responsibilities

1. Work as an effective member of the Development team

- Work collegially with the Guiding Experience Lead, including participation in an annual review discussion.
- Provide advice to the Guiding Experience Lead on the Development Team's work programme.
- Assists with the development of a connected team of volunteers and staff.
- Contribute to the team's decision-making.
- Provide reports on development plans and achievements to the Guiding Experience Lead.

2. Provide direction and support

- Appoint volunteer teams in consultation with the Development Manager
- Lead, support, develop and review the performance of the On-Line Learning and Live Digital Events Co-ordinators ensuring the delivery of quality Training and Development resources.
- Contribute to organisational growth through the leadership of well-functioning development teams which identify and respond to opportunities to grow and meet the needs of volunteers.
- Ensure that training and development resources and experiences for leaders of girls are

developed and meet the needs of our volunteers.

3. Ensure Strategic and National Operational Plan initiatives are delivered

- Where, able, and applicable, provide advice and insights to aid the development of girl programmes and experiences which contribute to growth and retention.
- Plan and initiate the development and delivery of national innovative projects and directions in training and development and promote them.
- Assist with the development of training and development resources and experiences for leaders of adults which contribute to growth and retention
- Define clear volunteer development pathways and encourage succession planning
- Monitor external trends and influences impacting training and development and provide advice to developers
- Monitor the delivery of the relevant National Operational Plan initiatives
- Define and develop Connect programme development pathways, systems, and processes

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 on the GirlGuiding NZ website.

Performance measurements

- Delivery of the Strategic and Operational Plan initiatives in the Development Adviser area
- A cohesive, relevant, and accessible approach, with outcomes contributing to the development of a Quality Leader Development programme
- Effective contribution to the development of a connected team of volunteers and staff developing high-quality Guiding programmes and resources
- Effective contribution to the Development Team through the provision of advice and support

Direct Reports

- On-line Learning Co-ordinator
- Live Digital Events Co-ordinator

Time commitment

Time commitment can vary. However, it is expected that it will average 3-5 hours per week. Factors influencing this include development project lifecycles and the annual planning process.

Attendance at the annual National Forum meeting is an expectation of this role.

Location of Position

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

Person specification

Knowledge and skills

- GirlGuiding New Zealand Leadership of Girls and Leadership of Adults qualification (or equivalent experience)
- Knowledge and understanding of WAGGGS educational and training methods
- Some understanding of adult learning and the part it plays in the effective delivery of girl programmes
- Some understanding of girl development and the needs of girls today
- A willingness and ability to delegate
- Effective people management and leadership skills
- Excellent communication skills, using a variety of channels and technologies
- Excellent communication skills, using a variety of channels and technologies, including an understanding of how OGM (Online Guide Manager) assists with programme delivery and is used as a means of capturing the training and development progress of volunteers and provides a platform for the provision of volunteer resources
- 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 roles
- Team leadership experience
- Experience in 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