

Role Overview

This is a volunteer uniformed role.

The International Adviser is supported by and reports to the Chief Executive.

Purpose of the Role

This role maintains a focus on the importance of opportunities to develop quality leadership which contributes to the delivery of an exciting and relevant girl programme.

The International Adviser:

1. Actively engages with global Guiding as the lead contact with Asia Pacific Region and WAGGGS for global information and opportunities.
2. Takes a lead role in the management of international volunteer educational development opportunities.
3. Works with the Guiding Quality Adviser and Girl and Young Women Adviser to identify appropriate global development opportunities for young women.
4. Supports the International Opportunities Coordinator, especially in ensuring an appropriate global focus for girl programmes and girl opportunities.

Term

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

Key Tasks & Responsibilities

1. Actively engages with global Guiding
 - Receive all WAGGGS communications and forwards or acts upon those requiring an immediate response, after seeking any advice on the response required.
 - Provide a monthly summary to the Chief Executive and Guiding Quality Adviser.
 - Monitor international trends and opportunities to ensure awareness and responsiveness to current initiatives and issues.
 - Ensure that relevant staff and National Advisers are informed of anything applicable.
 - Ensure that the Chief Executive is informed of any governance-related matters.
 - Maintain effective relationships with WAGGGS, Asia Pacific Region, and any other member organisations, and attend as requested, relevant meetings and networking opportunities.
 - Take the lead role in organising delegations to the Asia Pacific and World Conferences in discussion with the Chief Executive and the CE's Executive Assistant. This includes:
 - Reading all documentation; and
 - After discussion with the Chief Executive. working with the CE's Executive Assistant to advertise for, interview (in conjunction with the Guiding Quality Adviser) and recommend to the Chief Executive the make-up of the delegation.

- Ensure the delegation and other relevant staff/volunteers have an opportunity to discuss conference papers and motions.
 - Support the contingent while at the event.
 - Lead the post-conference debrief including sharing of key outcomes.
 - Be the initial point of contact for and liaison with WAGGGS for programme, advocacy and development opportunities and pass the information on to relevant staff and advisers for consideration and implementation.
 - Maintain a register of past and current GirlGuiding NZ volunteers who hold WAGGGS roles and offer proactive support.
2. Take a lead role in the management of international volunteer development events (eg JLS, Helen Storrow)
- Ensure all such opportunities are widely advertised, and potential participants alerted.
 - Lead any endorsement process required as a part of applications.
 - Support successful applicants both before and after an event, with guidance, and information regarding the event and its expectations, and GirlGuiding NZ's expectations of delegates.
 - Ensure there are opportunities for sharing the experience both internally and externally and that relevant reports are written and submitted.
 - Review post-attendance evaluations to inform participation at future events.
3. Works with the Guiding Quality Adviser and Girl and Young Women Adviser to identify appropriate global development opportunities for young women.
- Manage the selection of participants for global development events in consultation with other staff and volunteers as required, to ensure it meets future needs and expectations.
 - Maintain oversight of the future needs of GirlGuiding NZ's senior volunteer positions when selecting participants.
4. Supports the International Girl Opportunities Coordinator, especially in ensuring an appropriate global focus for girl programmes and girl opportunities.
- Maintain a close team working relationship.
 - Set up a regular meeting to review upcoming events and feedback from previous events and any other matters.
 - Ensure that programme information is being passed on and discussed regularly with the programme team.

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

- An effective relationship with WAGGGS and other member organisations is maintained.
- GirlGuiding NZ is participating fully in Global Guiding and relevant staff and volunteers have good working knowledge of international issues and events.
- Effective and suitable support is provided to GirlGuiding NZ personnel holding international roles, GirlGuiding NZ delegations and volunteers attending international events.
- Reports in accordance with requirements and timeframes set out by GirlGuiding NZ and WAGGGS

Direct Reports

- International Girl Opportunities Coordinator

Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences. Attendance at the National AGM and Forum is a requirement of the role. It is expected to average 3-5 hours per week; however, this will increase pre-event and during WAGGGS conferences.

There may be an opportunity to attend an international conference or event during the role holder's term of office.

Location of Position

No fixed location.

Person Specification

Knowledge and Skills

- A wide global knowledge and understanding of WAGGGS international relationships
- Understanding of the needs and expectations of group travel
- Effective people management and team leadership skills
- Excellent communication skills including virtual
- Effective co-ordination and organisational skills
- A willingness and ability to delegate
- Openness to change and new ideas

Experience

- GirlGuiding experience in a variety of leadership roles
- Team leadership experience
- GirlGuiding experience as an international participant would be an advantage

Personal Attributes

- A passion for GirlGuiding and its values
- 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
- The integrity to respect confidentiality and act with discretion