

International Girl Opportunities Co-ordinator



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role.

The International Girl Opportunities Co-ordinator is supported by and reports to the International Adviser.

Purpose of the role

The International Girl Opportunities Co-ordinator:

1. Takes a lead role in the management of international girl events and programme opportunities under the guidance of the International Adviser.
2. Provides advice and input on WAGGGS and other international components of programmes, working closely with the Programme Adviser.
3. Promotes NZ girl event opportunities internationally.
4. Supports other international volunteer roles such as the International & Heritage Volunteer.

Term

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

Key Tasks & Responsibilities

1. Take a lead role in the management of international girl events and programme opportunities under the guidance of the International Adviser, and work in conjunction with relevant staff (camps, jamborees, and other girl focussed events).
 - Research, evaluate and select opportunities for members to attend international events, and recommend to the International Adviser.
 - Ensure such events are advertised widely and in a timely way.
 - Manage the selection of NZ contingent participants in consultation with relevant staff and volunteers as required, to ensure a balanced distribution from across the regions.
 - Support those selected for international events both before and after an event, ensuring that:
 - Guidance is given to successful applicants and contingent leaders regarding GirlGuiding NZ's expectations.
 - Liaison occurs with leaders and girls, providing them with support and information about events, and responding promptly to queries.
 - Liaison occurs with relevant staff members on any matters concerning international involvement for New Zealand girls and leaders.
 - There are opportunities for sharing the experience both internally and externally and relevant reports are written and submitted.
 - Review post-attendance evaluations to inform participation and attendance at future events.
 - Maintain the register of attendees at international events.

2. Provides advice and input on WAGGGS and other international components of programmes, working closely with the Programme Adviser, including contributing to activity ideas and resources.
 - Keep up to date with WAGGGS programme component developments and availability.
 - Work with the Programme Team to ensure that these are advertised in a timely manner to encourage inclusion in programmes (eg Thinking Day, International Day of the Girl).
 - Provide advice as a part of any girl programme review to ensure that international components remain relevant and dynamic.
 - Provide the Programme Adviser with regular updates regarding the delivery and uptake of international opportunities including programme activities.

3. Promotes NZ girl event opportunities internationally
 - Ensure that early advertising of NZ events such as jamborees is circulated to other member organisations.
 - In conjunction with an event team, ensure that international visitors to New Zealand girl events are supported both before and after an event.

4. Support and provide advice re the International and Heritage Volunteer role.
 - Work with the International Adviser to advertise, interview and recommend appointments to this role.

This role maintains a focus on the importance of international experiences to maintain quality leadership based on the WAGGGS educational model and delivery of a well-balanced, relevant girl programme.

This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety, as available on the GirlGuiding NZ website.

Performance measurements

- Reports in accordance with predetermined requirements, targets and timeframes.
- Promotion of the international aspects of GirlGuiding New Zealand as outlined in the key responsibilities of the role.
- Evidence of direction and support offered to international participants, section portfolio holders and international team members.
- Evidence of an ability to work with staff, advisers, and team members.

Direct Reports

International and Heritage Volunteer

Time commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/teleconferences. It is expected to average 3 – 5 hours per week.

Location of Position

No fixed location.

Person specification

Knowledge and skills

- Global and travel knowledge
- Effective people management and leadership skills
- Excellent communication skills, including use of virtual communication
- Effective co-ordination and organisational skills
- Openness to change and new ideas

Experience

- GirlGuiding experience in leadership and programme roles
- GirlGuiding experience as an international participant or a strong interest and knowledge of this area
- Some international travel experience
- Team leadership experience

Personal attributes

- A passion for GirlGuiding and its values
- Support for the development and growth of girls and young women
- Self-motivated, flexible, 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