

Young Leader Co-ordinator Role Description

GirlGuiding New Zealand

Role overview

This is a volunteer uniformed role.

The Young Leader Co-ordinator is a member of the Regional Team. She is supported by and reports to the Regional Hub Co-ordinator.

Purpose of the role

The Young Leader Co-ordinator:

- Supports the regional team
- Ensures the young leader voice is heard in the Region
- Provides advice and support to young leaders in the Region
- Supports and encourages membership of the Connect programme in the Region

Term

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

Key Tasks & Responsibilities

1. Supporting the Regional Team

- Work collegially with the Regional Hub Co-ordinator, including participation in an annual review discussion
- Provide regular updates to the Regional Hub Co-ordinator identifying young leader needs and trends in the Region
- Work collegially with the Regional Team to ensure that the Region is supportive, flexible and accessible of young leaders
- Encourage and support the involvement of young leaders in the Region in the successful planning and delivery of regional and community-based events and activities
- Facilitate ongoing opportunities for young leaders to extend and challenge themselves in their provision of programmes to the girls and through activities and events
- Actively encourage succession planning and identify young leaders with particular interests and skills.

2. Ensure the young leader voice is heard in the Region

- Support the National Forum Regional Young Leader delegate selection process, ensuring that it is clear and transparent
- Ensure that the Region supports and encourages young leaders to take leadership roles in decision making

3. Provide advice and support to young leaders in the Region

- Communicate effectively with the young leaders in the Region
- Develop, support and maintain a young leader network and if wanted, co-ordinate the occasional young leader 'get together'.

- Contribute to growth in membership of young leaders by providing support and advice to individuals of an as needed basis.

4. Support and encourage membership of the Connect Programme

- Ensure the Connect programme is well promoted to Rangers and young leaders in the Region, membership is actively encouraged and support potential members to identify their most appropriate leadership development pathway within the programme.
- Ensure effective and regular communication occurs with Connect members to maintain a high level of engagement and, support and encourage them through their chosen pathway.
- Provide feedback, coaching and advice to Connect members engaged with the Stay Connected and Expanded Horizons programme.
- Support the establishment of Connect groups within the Region where needed
- Identify opportunities and encourage Connect members to assist with Girl Experience events and activities.

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

- Provision of ongoing support and assistance to young leaders
- Active participation as a member of the Regional Team
- Accurate and up to date record keeping and reporting in accordance with GirlGuiding New Zealand requirements
- GirlGuiding New Zealand leadership qualifications are gained and kept current

Direct Reports

Connect Members

Time commitment

- The Young Leader Co-ordinator's time commitment can range from a minimum of one to four hours per week and could include planning, initiatives, email management and meetings/teleconferences with the Regional Hub Co-ordinator, other regional personnel and staff.
- There is an expectation that Young Leader Co-ordinators attend training to achieve the required internal qualifications.

Location of Position

No fixed location.

Person specification

Knowledge and skills

- Effective leadership skills.
- Excellent communication skills, including clarity and inclusiveness.
- The ability to use a variety of communication channels and technologies.
- Effective co-ordination and organisational skills.

Experience

- Previous experience in relationship development and management.
- Sound knowledge of GGNZ's girl programmes
- Having an understanding of today's girl may be an advantage, but is not a requirement
- An ability to collaborate using remote access technology

Personal attributes

- A passion for GirlGuiding and its values.
- Support for the development, growth and achievements of girls and young women.
- A strong desire to ensure positive outcomes for girls, relating and interacting well with the chosen age group
- Self-motivated and able to work autonomously but collaboratively within a wider team
- Willingness to support and understand young leaders
- A willingness to develop skills, embrace new technologies and influence others to do the same
- The integrity to respect confidentiality and act with discretion