

# Operations Team Lead



## GirlGuiding New Zealand

### Role Overview

The Operations Team Lead is a member of the Jamboree Core Committee and is supported by and reports to the Jamboree Committee Chair.

### Purpose of the role

The Operations Team Lead is responsible for the operation of the Jamboree this includes all site, equipment, security, transport and catering aspects contributing to the safe and smooth running of the Jamboree. This role works closely with the Committee Chair, Core Committee, direct reports, the Jamboree Manager and other relevant GirlGuiding NZ National Support Team members.

### Term

From the date of appointment to the conclusion of the final post-event committee teleconference.

### Key Tasks and Responsibilities

#### 1. General

- Is a member of the Jamboree Core Committee, attends all committee meetings, and contributes to the development of the event in accordance with the Jamboree Committee Framework.
- Contributes to the meeting notes for each Core Committee meeting and delivers on actions within agreed timeframes.
- Ensures an action list from each team meeting is compiled, circulated and followed up on within agreed timeframes.
- Report ongoing progress in their area of responsibility at each team meeting/conference call, and keep the Chair informed of any issues.
- Contribute to the successful delivery of an innovative and progressive Jamboree.
- Contribute to the timeline for effective planning for the Core Committee.
- Work closely with the Chair and other Core Committee members to deliver the event successfully.
- Ensure that approvals are obtained as outlined in the terms of reference and handbook.
- Ensure that the event meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.

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- Ensure input of girls through the GAP group to the operations planning of the event is taken into account and that the feedback loop is closed after consideration of the information they provide.
- Maintain a file of working details, specifications, quantities used in planning their area of the jamboree for informing future event planning. This will be provided to the Jamboree Manager at the conclusion of the final teleconference.

## 2. Financial

- Prepare and submit costs for their area of responsibility as part of the budget development.
- Ensure all team members understand the financial processes that are to be followed. Support team members to develop budgets for their areas of responsibility. Discuss quotes with each team member and work with the Finance Team Lead to update the budget spreadsheet with changes or quote confirmations.
- Works within agreed financial processes and policies.

## 3. Event staffing

- Find and recommend team members for their areas of responsibility within the agreed timeline, in line with the volunteer selection process for all volunteer applications for the event.
- Agree on the skills and qualifications required for volunteer roles, in line with Safety Requirements and Risk Management planning. Recommend external providers where necessary.
- Contribute to suggestions for personnel for all Jamboree volunteer roles; interview and appoint to teams as per the appointment process.
- Contribute to the process to assign volunteers to all Jamboree volunteer roles, taking into account qualifications required, onsite and offsite roles. Consult with the Jamboree Committee Chair before finalisation.
- Prior to any appointment, ensure that the role description, time commitment, and commitment to fulfilling the requirements are clearly understood.

## 4. Position Specific

- This role is performed within GirlGuiding NZ policies, guidelines and relevant statutory requirements such as health and safety.
- Visit the site and develop a site operations plan for approval by the Health, Safety and Risk Team Lead and Jamboree Committee Chair.
- Contribute to the Jamboree communications planning ensuring that all information related to operations is provided in a timely manner and that communications are prepared in advance for emergency situations.

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- Ensure communication with Regional Hub volunteers is timely and that information flows are clear to gather information about transportation to and from Jamboree. Update relevant spreadsheets as required.
- Ensure communication with Regional Hub volunteers and Property team members is timely and that information flows are clear to gather information about equipment available. Update relevant spreadsheets as required.
- Contribute to the allocation by the Registration Team Lead of all participants into appropriate unit / activity in line with their ages and preferences where possible. Ensure all medical and dietary needs are taken into account during this process.
- Work with the management of the site and GGNZ Property team to ensure that all statutory requirements and on-site services are in place, local by-laws pertaining to fire, electricity, waste, water, rubbish etc are followed and Local Authority and Department of Labour matters including resource consents, dangerous good licence etc are adhered to.
- Have a good knowledge of GirlGuiding NZ's relevant policies and procedures and ensure that these are followed in the planning process and during the event.

## 5. On Site

- During the event oversee the operations ensuring a safe and healthy environment for all participants. Support the team leads to successfully deliver in their areas of responsibility.
- Be aware of and take a leadership role in any major incidents as detailed in the incident management plan.
- Support direct reports, monitor their wellbeing and seek assistance where required.
- Attend Core Committee meeting each day during Jamboree. Hold a daily meeting of direct reports during Jamboree for briefing and resolving problems before they become issues.
- Prior to leaving the site at the end of the event ensure that all equipment has been returned to the correct source and their area of camp completely cleared.

## 6. Post Jamboree

- Confirm for the Committee Chair that the off-site clearance can be signed.
- Contribute to post-Jamboree evaluation.
- Ensure all GGNZ Health and Safety and Legalisative requirements are met.
- Complete all post event finance reporting for areas of responsibility.
- Contribute to the written report with recommendations for any future Jamborees.
- Send any post-Jamboree thanks and acknowledgements to relevant people or organisations in a timely manner.

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## Direct Reports

- Health Team Lead
- Safety and Risk Lead
- Welfare Team Lead

## Time Commitment

Time commitment can vary according to criteria, deadlines and accountability requirements, including planning, initiatives, email management and meetings/conferences calls with the Jamboree Event Committee and relevant stakeholders.

## Location of Position

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

## Person specification

1. Knowledge and skills
  - An understanding of the technical and legal requirements needed to deliver site planning, transportation management and procuring equipment effectively for large scale events.
  - Have a good knowledge of GirlGuiding NZ's health, safety and risk management policies and procedures (desirable)
  - Qualification or professional skills in site and/or facility management and/or events management (desirable)
  - Effective people management and leadership skills
  - Excellent communication skills
  - Effective co-ordination and organisational skills
  - Openness to change and new ideas
  - Some understanding of girl development and the needs of girls today
  - Ability to operate effectively with staff and volunteers online and in person
2. Experience
  - Experience at managing the site, safety and/or risk needs for large group events
  - Experience in large event site management (desirable)
  - Experience at a GirlGuiding NZ Jamboree and/or international event (desirable)
  - Effective team leadership experience

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## 3. Personal attributes

- Passion for GirlGuiding and its values
- A strong desire to ensure positive outcomes for girls and young women
- The integrity to respect confidentiality and act with discretion
- The ability to develop and encourage committee member in their responsibilities
- Ability to give instructions and delegate effectively
- Ability to lead and motivate wider event staff and participants
- Active and of good health and has the stamina to deliver the event