

# Programme Team Lead



## GirlGuiding New Zealand

### Role Overview

This is a volunteer uniformed role at a National Level. The Programme 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 Programme Team Lead is responsible for the programme delivery aspects of the Jamboree this includes onsite and offsite elements of the girl programme. 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.
- Reports 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.
- Work closely with the Committee Chair and Registration and Communication Team Lead to provide information to ensure timely advertising of and publicity around the event including opening registration.
- Ensure that the event programme meets the safety and risk mitigation requirements of GirlGuiding New Zealand and New Zealand legislation.
- Ensure input of girls through the GAP group to the programme planning and content of the event is taken into account and that the feedback loop is closed after consideration of the information they provide.

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- 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 volunteers, in line with Safety Requirements for Programme Activities, and recommend external providers where necessary.
- 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.
- Contribute to suggestions for personnel for all Jamboree volunteer roles; interview and appoint to teams as per the appointment process.
- 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 programme delivery plan in conjunction with the Operations Lead 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 the programme is provided in a timely manner.
- Support the development of relevant, exciting, accessible and girl-led Programmes for the event utilising successful programmes from previous events ensuring co-ordination between the Guide Programme Lead, Ranger Programme Lead, Day Programme Lead and Opening and Closing Ceremonies Lead.

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- 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.
- This role maintains a focus on the importance of quality leadership and delivery of a well-balanced, relevant programme which supports growth in membership of the organisation.
- Ensure that risk management strategies are developed for their area of responsibility [including incorporation of the existing onsite strategies].
- 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 all programme delivery including the health, safety and risk elements. Support the team leads to successfully deliver in their areas of responsibility.
- Be aware of and take allocated 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

- Contribute to post-Jamboree evaluation.
- Ensure all GGNZ Health and Safety and Legislative 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.

## Direct Reports

- Guide Programme Team Lead
- Ranger Programme Team Lead
- Day Programme Team Lead
- Opening and Closing Ceremonies Lead

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## 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

- GirlGuiding NZ Leadership Qualification – Leader of Girls
- Have a good knowledge of GirlGuiding NZ programmes
- Have a good knowledge of GirlGuiding NZ's event policies and procedures
- A good understanding of girl development and the needs of girls today
- Effective people management and leadership skills
- Excellent communication skills
- Effective co-ordination and organisational skills
- Openness to change and new ideas
- Ability to operate effectively with staff and volunteers online and in person

### 2. Experience

- Experience organising and managing large scale GirlGuiding events
- Experience in developing exciting and innovative events for large numbers
- GirlGuiding experience in a variety of leadership and programme roles
- Experience at a GirlGuiding NZ Jamboree and/or international event (desirable)
- Effective team leadership experience

### 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