

Registration & Communication Team Lead



GirlGuiding New Zealand

Role Overview

This is a volunteer uniformed role at a National Level. The Registration and Communications 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 Registration and Communications Team Lead oversees registration both national and internationally. Communications responsibilities include promotion of the Jamboree internally and externally including direct email, media, social media and website content. 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.

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- Work closely with Committee Chair, Jamboree Manager and relevant GirlGuiding NZ staff and volunteers to ensure timely advertising of and publicity around the event including opening registration.
- Ensure that the event 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 registration questions and communication planning for 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.
- In conjunction with the Jamboree Manager ensure that all fees are paid in full before the event starts and that it is understood that this is a requirement to be able to attend the event.
- 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.
- Lead 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.

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- Visit the site and contribute to the site layout plan in conjunction with the Operations Lead for approval by the Health, Safety and Welfare Team Lead and Jamboree Committee Chair.
- Contribute to the recommendation of the event fees for GGNZ girls and volunteers and for international girls and volunteers.
- Ensure there is a Jamboree Communications Plan for all aspects of Jamboree including internal and external communications, media, social media and website.
- Identify the event platform, create the outline and timeline for the registration process and determine the information to be collected in conjunction with the Core Committee and the Jamboree Manager.
- Work with Jamboree Manager to ensure that the event information and invitation on the events platform contains accurate information for all participants both nationally and internationally as required for registration.
- Ensure that all participants are placed within an appropriate unit / activity in line with their ages and preferences where possible, in consultation with Health, Safety & Welfare, Programme and Operations Team Leads. Ensure all medical and dietary needs are taken into account during this process.
- Ensure that a Liaison is appointed for the international participants from registration to the end of Jamboree.
- Contribute to the merchandise plan and support the communication of the products available, pre-order and online sales.
- 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 the registration, media, communications, international and local liaison requirements including the daily management of registration queries and concerns. 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.

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- 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

- Registration Team Lead (second in charge)
- Media Team Lead
- Local Liaison Team Lead
- International Liaison Team

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

- Have a good knowledge of GirlGuiding NZ's event policies and procedures (desirable)
- Qualification and/or professional skills in a communications area (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 organising large scale events with an online registration process
- Experience of event communications

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- Experience in copy writing and/or communications planning and/or social media
- 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