

Community Co-ordinator

What is this role all about?

The Community Co-ordinator helps GirlGuiding shine in the community and plays a key role in keeping units connected and helping them grow. You'll build strong local connections, promote GirlGuiding, support recruitment and take the lead on local fundraising so units have the resources they need. This role brings people together and helps ensure GirlGuiding is visible, supported and thriving in your area.

Who will you be working with?

You'll report to the Local Co-ordinator (or Deputy Local Co-ordinator) and work closely with Unit Team Leaders, Leaders and the Regional and National Support Teams when needed.

What time commitment is needed?

This role is for a three-year term, with the option to continue for further two-year terms following a review. It usually takes about 1–3 hours a week, with extra time during busy periods or community events.

What will you be doing?

Partnering with Local Co-ordinator and Deputy Local Co-ordinator/s in the way that best suits your Local Team

- This Role Description is a suggested approach to dividing responsibilities between the Local Leadership Team (Local Co-ordinator, Deputy Local Co-ordinator/s and Community Co-ordinator/s).
- Collaborate with your Local Co-ordinator and Deputy Local Co-ordinator/s to decide the best way to divide duties between yourself, the Local Co-ordinator, and the Community Co-ordinator/s, with support from the Regional Leadership Team if needed. The Local Co-ordinator will then communicate this division of duties to the rest of the Local Team.
- Champion a respectful and collaborative relationship between the Local Leadership Team.

Connecting with your community

- Build strong relationships with local schools, community groups and other partners.
- Spot opportunities for GirlGuiding to be part of local events and encourage and support units to get involved.
- Promote GirlGuiding in your community (making sure promotions follow brand guidelines).
- Share local GirlGuiding stories and achievements through regional/national Guiding channels, social media and local publications.
- Help manage relationships with external (non-GirlGuiding New Zealand) venues used by local units, working alongside leaders to keep things running smoothly.

- Keep units in your Guiding Community connected to each other, facilitating opportunities for units to work together, and especially connecting younger girls with their inspirational older Guiding sisters.

Growing units and welcoming new members

- Spread the word about youth and volunteer opportunities in community spaces.
- Support local recruitment activities and events.
- Help coordinate venue changes if units need to move.

Leading local fundraising and initiatives

- Understand GirlGuiding New Zealand Fundraising Policy and Guidelines.
- Lead and support local fundraising activities.
- Help raise awareness of fundraising opportunities in the community.
- Promote national fundraising campaigns locally and encourage participation.
- Share ideas, opportunities, and resources to help units with their fundraising efforts.

The skills and requirements that make this role a great fit for you

- Able to build positive relationships with volunteers, whānau, and community partners.
- Use good judgement, respect confidentiality, and act with integrity.
- Be open to learning, new ideas, and continuous improvement.
- Willing to use (or learn) basic digital tools, our GirlGuiding database, and social media platforms.
- Have strong organisational and communication skills.
- Understand GirlGuiding New Zealand policies and procedures, and relevant legal requirements.
- As a minimum hold LQ – Leader of Adults, alternatively, be willing to complete the following Leader of Adult modules: Leadership Essentials, Effective Communications and Risk Management in addition to OGM – How To and OGM – How To Events – within four months of commencing in the role.
- Police vetting is required. This is organised by GirlGuiding New Zealand.
- First Aid training – training opportunities are available.