

Deputy Local Co-ordinator

What is the role all about?

The Deputy Local Co-ordinator helps keep local GirlGuiding running smoothly, day-to-day. This role supports leaders, helps units deliver great programmes and keep everyone well-connected. Working closely with the Local Co-ordinator, you'll step in when needed and help create a welcoming, well-supported environment for volunteers, youth members and whānau.

Who will you be working with?

You'll report to the Local Co-ordinator and support the local team and the Unit Team Leaders. You'll also stay connected with the wider 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 around 2-3 hours per week, with flexibility depending on what is happening in your local area. From time to time, you may need a little extra time for training and/or planning.

What will you be doing?

Partnering with Local Co-ordinator and Community 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 Community 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.

Supporting volunteers and everyday Guiding activities

- Be the go-to support person for Unit Team Leaders and Leaders.
- Step in for the Local Co-ordinator when needed and help keep communication flowing.
- Help welcome new volunteers, including supporting onboarding and ensuring they have mentors.
- Celebrate and recognise leaders, including assisting with awards and service bars.
- Stay connected with leaders via regular communication, meetings, and occasional unit visits.
- Support smooth leadership transitions to keep units stable.

Strengthening programme delivery and keeping activities safe

- Have an overview of what units are planning and doing, support leaders to make sure programme funds are being used to offer fun and varied activities.
- Check that units keep records up to date (e.g. programme plan, attendance, badges, Safety Action Plans) and offer support if gaps arise.
- Support Leaders to ensure units are run safely and meet safety ratios.
- Be a point of contact when leaders need help responding to more complex youth needs.

Connecting with the community and broader Guiding network

- Work with the Community Co-ordinator to strengthen local connections with schools, community groups, and partners.
- Support activities that help more people discover GirlGuiding in your community.

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

- A supportive, inclusive leadership style with the ability to build positive relationships with volunteers, whānau and community partners.
- Use good judgement, respect confidentiality, and act with integrity.
- Has strong organisational skills and confidence in coordinating a range of tasks and people.
- Open to learning, new ideas, and improving how things are done.
- Willing to use (or learn) basic digital tools and our GirlGuiding database ie OGM – How To within four months of commencing in the role.
- As a minimum hold, or be working towards, the Leadership Qualification: Leader of Adults and mentoring modules – to be completed within four months of commencing in the role.
- Understand GirlGuiding New Zealand policies, procedures, and relevant legal requirements.
- Police vetting is required. This will be organised by GirlGuiding New Zealand.
- First Aid training – opportunities are available.