National Programme Adviser

What is this role all about?

The Programme Adviser ensures that our youth programmes are current and fit for purpose to ensure quality experiences, and to attract youth members to GirlGuiding New Zealand.

Who will you be working with?

You will report to the Guiding Quality Adviser, Chair the Programme Steering Committee, support, direct and advise the section Programme Co-ordinators to review programmes, support leader programme delivery, and provide oversight for any programme task forces. You will also be a member of the National Advisers team and a member of the National Forum.

What time commitment is needed?

This role is usually held for three years, with the option of further term(s) of two years after a review. This role usually takes about 3–5 hours a week, with flexibility to suit what's happening in the programme space nationally.

What will you be doing?

Providing advice on best practice for youth programmes

- Monitor programme development to ensure that it sits within the WAGGGS Growing and Learning Framework and is informed by WAGGGS and other programme content where appropriate
- Monitor societal trends and influences that may impact or offer opportunities and ensure these are considered in programme development and delivery
- Monitor internal feedback and take this into account in programme development and delivery
- Be a member of the National Advisers' meeting and take responsibility to ensure that programme related kaupapa (initiatives) are discussed in relationship to other Advisery areas
- Contribute to strategic direction and planning as a member of the National Forum and Advisery team

Leading the Programme Steering Committee

- Chair the Programme Steering Committee effectively to ensure that the various voices and perspectives are considered
- Ensure that information for decision making is provided to the Steering Committee in a timely manner and that a record of decisions is kept

Supporting the section programme co-ordinators

- Support the section Programme Coordinators and provide any necessary direction to
  - provide delivery ideas and discussion opportunities for leaders
  - recruit for programme review taskforces
  - develop skills to effectively lead a review task force
  - develop programme related leader resources in conjunction with other advisers where appropriate
- Be mindful of succession planning and mentoring towards this as considered appropriate

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

- Ability to build positive relationships and teams with volunteers
- Effective team leadership
- Experience in evaluating of and/or development of programme content
- Able to use good judgement, respect confidentiality, and act with integrity
- Be open to learning, new ideas, and continuous improvement
- Hold, or be working towards, the Leader of Adults qualification and mentoring modules

Police vetting is required, organised and supported by GirlGuiding New Zealand.

What does success look like?

- Exciting and meaningful youth programmes contributing to recruitment and retention
- A cohesive and well-functioning programme co-ordinator team, responsive to organisational needs
- GirlGuiding New Zealand is recognised as a leader in provision of youth programmes