

<b>POSITION TITLE:</b>	Assistant Chief Commissioner (International)
<b>POSITION TYPE:</b>	Volunteer
<b>REPORTS TO:</b>	Chief Commissioner
<b>DIRECT REPORTS:</b>	None
<b>HOURS:</b>	Up to 15 hours per week
<b>KEY WORKING RELATIONSHIPS:</b>	Chief Commissioner Chair of Girl Guides Australia (GGA) Chief Executive Officer, GGA National Co-ordinators (Youth, Adult, Olave Program and International) State Commissioners
<b>FINANCIAL ACCOUNTABILITY:</b>	None
<b>APPOINTMENT TERM:</b>	3 years, appointed by Chief Commissioner May be extended for a second 3-year term after formal review.

#### **PURPOSE OF ROLE:**

To assist the Chief Commissioner to lead Guiding in Australia and deliver on the expected outcomes and responsibilities of the role of Chief Commissioner.

This role will have a primary focus on managing WAGGGS strategic relationships and providing oversight of international opportunities for Girl Guiding in Australia. There will be a close working relationship with the National Co-ordinator (International).

#### **KEY RESULT AREA**

<b>1. Governance</b>	<ul style="list-style-type: none"> <li>Attend Board meetings of Girl Guides Australia, as required, noting this role has no voting rights</li> <li>Ensure the national leadership team and the Board of GGA is kept informed on all international matters and significant issues impacting World Guiding.</li> </ul>
<b>2. Management</b>	<ul style="list-style-type: none"> <li>Work collaboratively with the GGA Leadership team (Chief Commissioner, Chair and CEO) to support the development and implementation of the GGA Strategic Plan</li> <li>Contribute to and support effective communication, collaboration and processes within the governance and management framework of GGA.</li> </ul>
<b>3. International</b>	<ul style="list-style-type: none"> <li>Receive, distribute and oversee the management of information received from WAGGGS and the Asia Pacific Region</li> <li>Provide strategic oversight to support the National Co-ordinator - International</li> <li>Identify relevant WAGGGS and Asia Pacific Region initiatives and work</li> </ul>

	<p>with the respective National Co-ordinators to develop, implement and promote these opportunities</p> <ul style="list-style-type: none"> <li>Facilitate GGA participation in WAGGGS, Asia Pacific Region, and other strategic international events, including assisting with candidate selection and preparation for trainings, seminars and conferences</li> <li>Support the Chief Commissioner liaise with and respond to WAGGGS, the Asia Pacific Region or other Member Organisations when required</li> <li>Work closely with the Chief Commissioner to build relationships with international non-governmental agencies aligned with GGA strategic priorities and/or working with WAGGGS</li> <li>Oversee the management of any international collaborative projects in conjunction with the relevant National Co-ordinator</li> <li>Work closely with the Chief Commissioner, the CEO of GGA, and the National Co-ordinator-International on any complex issues that arise in relation to international travel or participation in conferences or events</li> </ul>
<b>4. Teamwork and stakeholder support</b>	<ul style="list-style-type: none"> <li>Collaborate with and support the Chief Commissioner to lead Guiding in Australia</li> <li>Work closely with GGA volunteers and staff</li> <li>Keep informed about Guiding in the State Girl Guide Organisations</li> <li>Consult with State Commissioners as requested or required</li> </ul>
<b>5. Workplace Health and Safety</b>	<ul style="list-style-type: none"> <li>Take reasonable care for own health and safety and that of others</li> <li>Comply with any instruction of a supervisor / manager and comply with GGA policies and procedures</li> </ul>

#### REQUIREMENTS OF ROLE:

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>Membership of a State Girl Guide Organisation</li> <li>Current Working with Children Check (or equivalent in relevant State) and National Police Check</li> <li>Extensive knowledge of Guiding in Australia</li> <li>A strong understanding of WAGGGS and World Guiding</li> <li>NOTE: An Assistant Chief Commissioner MAY NOT hold another Guiding leadership or management role at State or national level, concurrently with their tenure in this role.</li> </ul>
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#### KEY PERSONAL ATTRIBUTES

- Demonstrated understanding of, and commitment to Child Safe Child Friendly practices
- Demonstrated support for diversity and inclusion
- Demonstrated ability to act with integrity and maintain confidentiality
- Demonstrated ability to manage self and others
- Demonstrated ability to take initiative, work autonomously, be resourceful and resilient
- Demonstrated high level problem-solving ability.

#### TECHNICAL SKILLS AND CAPABILITY

- Demonstrated high level written and oral communication skills
- Demonstrated high level negotiation, stakeholder engagement and communication skills
- Demonstrated high level planning and project management skills
- Demonstrated sound computing skills in Word, Excel.

#### MOTIVATIONAL AND ROLE FIT

- **Accountability:** Desiring roles that carry a high level of accountability
- **Challenge and Complexity:** Finding satisfaction in handling difficult tasks and working with other volunteers
- **Flexibility:** Ability to adapt and respond to changing circumstances
- **Teamwork:** Enjoys working collaboratively, sharing knowledge and resources

#### RELATED DOCUMENTS

1. PD 1. Chief Commissioner
2. Girl Guides Australia Constitution
3. GGA Governance Framework

ALL GGA positions are subject to the requirements of GGA Policies including but not limited to:

*Code of Conduct*

*Diversity and Inclusion Policy*

*Grievance Policy*

*People and Performance Management Policy*