

POSITION TITLE:	Assistant Chief Commissioner (Young Women)
POSITION TYPE:	Volunteer
REPORTS TO:	Chief Commissioner
DIRECT REPORTS:	None
HOURS:	Up to 15 hours per week
KEY WORKING RELATIONSHIPS:	Chief Commissioner Chair of Girl Guides Australia (GGA) Chief Executive Officer, GGA Members of the Young Women's Forum National Co-ordinators (Youth, Adult, Olave Program and International) State Commissioners
FINANCIAL ACCOUNTABILITY:	None
APPOINTMENT TERM:	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 establishing and co-ordinating on an on-going basis the GGA Young Women's Forum.

KEY RESULT AREA

1. Governance	<ul style="list-style-type: none"> Attend Board meetings of Girl Guides Australia, as required, noting this role has no voting rights Chair the Young Women's Forum and provide regular reports to the Board
2. Management	<ul style="list-style-type: none"> Work collaboratively with the GGA Leadership team (Chief Commissioner, Chair and CEO) to support the development and implementation of the GGA Strategic Plan. Contribute to and support effective communication, collaboration and processes within the governance and management framework of GGA.
3. Young Women	<ul style="list-style-type: none"> Establish and co-ordinate a Young Women's Forum that is a consultative and reference group for Girl Guides Australia to ensure that the voice of girls and young women is central to delivering on the vision, mission and strategy of GGA. Work closely with the National Co-ordinator – Olave Program to support the ongoing development and growth of the Olave Program in Australia.
4. Teamwork and	<ul style="list-style-type: none"> Collaborate with and support the Chief Commissioner to lead Guiding in

stakeholder support	Australia. <ul style="list-style-type: none"> • Work closely with GGA volunteers and staff • Keep informed about Guiding in the State Girl Guide Organisations • Consult with State Commissioners as requested or required
5. Workplace Health and Safety	<ul style="list-style-type: none"> • Take reasonable care for own health and safety and that of others • Comply with any instruction of a supervisor / manager and comply with GGA policies and procedures
REQUIREMENTS OF ROLE:	
ESSENTIAL	<ul style="list-style-type: none"> • Membership of a State Girl Guide Organisation • Current Working with Children Check (or equivalent in relevant State) and National Police Check • Extensive knowledge of Guiding in Australia • 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.
KEY PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • 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	
<ol style="list-style-type: none"> 1. PD 1. Chief Commissioner 2. Girl Guides Australia Constitution 3. GGA Governance Framework <p>ALL GGA positions are subject to the requirements of GGA Policies including but not limited to:</p> <p><i>Code of Conduct</i></p> <p><i>Diversity and Inclusion Policy</i></p> <p><i>Grievance Policy</i></p> <p><i>People and Performance Management Policy</i></p>	