

## PD.32

<b>POSITION TITLE:</b>	National Coordinator – Olave Program
<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 Assistant Chief Commissioners National Coordinators (Youth, Adult and International) State Olave Program representatives ** Australian Guiding Committee (AGC) Commissioners' Forum Chief Executive Officer (GGA) Girl Guides Australia Young Women's Forum
<b>FINANCIAL ACCOUNTABILITY:</b>	Monitor and manage approved expenditure within the Olave Program budget as approved by the GGA Board of Directors
<b>APPOINTMENT TERM:</b>	3 years, appointed by GGA Board of Directors May be extended by up to 2 years after formal review.

### PURPOSE OF ROLE:

To coordinate and support the ongoing development and growth of the Olave Program in Australia and facilitate opportunities for the involvement of young women in Girl Guiding in Australia and globally.

### EXPECTED OUTCOMES:

- Increased participation and engagement of young women in the Olave Program
- Increased awareness among Girl Guides of the Olave Program and the opportunities it offers.

### KEY RESULT AREA

### ACCOUNTABILITIES

KEY RESULT AREA	ACCOUNTABILITIES
1. Olave Program	<ul style="list-style-type: none"> <li>• Build strong relationships with and support State Olave Program representatives to oversee the effective delivery of the Olave Program in their State</li> <li>• Implement, coordinate and evaluate Olave Program activities and projects nationally that are relevant to young women</li> <li>• Support opportunities for young women to have a voice in decision-making within Girl Guiding in Australia</li> <li>• Facilitate and support the participation of young women in international and national events</li> <li>• Support GGA to strengthen strategic partnerships that support the</li> </ul>

	Olave Program
<b>2. Administration</b>	<ul style="list-style-type: none"> <li>• Coordinate meetings of State Olave Program representatives and prepare and distribute agendas and minutes as necessary</li> <li>• Maintain a record of Olave Program projects and their evaluation</li> <li>• Provide regular written reports to a range of stakeholders</li> <li>• Maintain all master Olave Program files and documents</li> <li>• Facilitate communication and promotion of the Olave Program through social media and other channels</li> <li>• Work with the Chief Executive Officer to develop Olave Program budgets</li> </ul>
<b>3. Teamwork and stakeholder support</b>	<ul style="list-style-type: none"> <li>• Be a member of the Girl Guides Australia Young Women's Forum</li> <li>• Collaborate with and support State Olave Program representatives in their task of promoting the Olave Program and events to young women</li> <li>• Work closely with all National Coordinators to ensure alignment of the Olave Program with all other Guiding activities in Australia</li> <li>• Collaborate on national projects as required</li> </ul>
<b>4. 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:

##### ESSENTIAL

- Membership of a State Girl Guide Organisation
- Current Working With Children Check (or equivalent in relevant State)
- Extensive knowledge of Girl Guiding in Australia, and in particular of the Olave Program
- Must be aged between 18-30 years. MAY NOT continue in the position after her 30th birthday; applicants MUST BE aged between 18-27 years.
- NOTE: The National Olave Program Coordinator MAY NOT hold another Guiding leadership or management role at State or national level, concurrently with their tenure in this role.

#### 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
- High level interpersonal skills and ability to operate as a team player
- Demonstrated ability to take initiative, work autonomously, be resourceful and resilient
- Flexibility and ability to work with diverse range of stakeholders in Girl Guiding at a variety of levels across the organisation
- Demonstrated ability to manage multiple competing tasks.

## TECHNICAL SKILLS AND CAPABILITY

- Demonstrated high level written and oral communication skills
- Demonstrated high level negotiation, facilitation and collaboration skills
- Demonstrated knowledge of basic budget management
- Demonstrated sound computing skills.

## 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
- **Diverse Interpersonal Interaction:** Enjoys working with and supporting people with a wide range of backgrounds and points of view
- **Teamwork:** Enjoys working collaboratively, sharing knowledge and resources

## ADDITIONAL INFORMATION

\*\* State Olave Program representatives are those in their State Girl Guide Organisation who have the responsibility of overseeing the Olave Program in their organisation. The title of these positions may vary between States.

ALL GGA positions are subject to the requirements of GGA Policies including:

*Code of Conduct*

*Diversity and Inclusion Policy*

*Grievance Policy*

*People and Performance Management Policy*