

PD.84

POSITION TITLE:	International Travel Coordinator
POSITION TYPE:	Volunteer
REPORTS TO:	National Coordinator - International
DIRECT REPORTS:	None
HOURS:	15 hours per week
KEY WORKING RELATIONSHIPS:	Assistant Chief Commissioner (International) National Coordinator – International State International representatives ** Guiding Services Manager (GGA) National Operations Manager (GGA)
FINANCIAL ACCOUNTABILITY:	Overseeing payments for international events
APPOINTMENT TERM:	3 years, appointed by Chief Commissioner May be extended by up to 2 years after formal review.

PURPOSE OF ROLE:

To work collaboratively with the National Coordinator – International to coordinate and facilitate members of Girl Guiding in Australia to travel overseas to experience international Girl Guiding and Girl Scouting.

KEY RESULT AREA	ACCOUNTABILITIES
1. International - Travel	<ul style="list-style-type: none"> • Work closely with the National Coordinator - International to support activities associated with international travel • Support the State International representatives to promote and encourage members to have an International Guiding experience • Manage the application process for all overseas events and support a nationally consistent approach to select members attending overseas events • Assist, mentor and prepare participants to attend overseas events and connect participants • Train, support and work closely with Contingent Leaders • Work with the GGA preferred travel agent to help coordinate travel arrangements for members attending international events • Monitor and connect with Contingents while they are overseas; address issues as appropriate including escalating complex issues to the National Coordinator-

	<p>International</p> <ul style="list-style-type: none"> • Together with the National Coordinator - International, monitor Smartraveller.gov.au for relevant alerts and action appropriately • Support the State International representatives in managing groups travelling under an INT 14 approval • Work with State International representatives to mentor and prepare participants to attend international events and connect participants with relevant national and state personnel on their return.
2. Administration	<ul style="list-style-type: none"> • Work closely with the National Office to prepare communication advertising international events including seminars, workshops, meetings, conferences, activities and World Centre events to ensure they are included in National and SGGO calendars, website and social media • Maintain, monitor and further enhance, the GGA International Online Application System (GirlGuide Traveller) • Maintain a record of all Australian attendees at international events • Provide reports as requested
3. Teamwork and stakeholder support	<ul style="list-style-type: none"> • Build strong relationships with, and support State international representatives to support, promote and encourage members to have an International Guiding experience • Attend and support meetings of State International representatives with the National Coordinator – International • Collaborate on national projects as required
4. 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 relevant equivalent in State) • Sound knowledge of Girl Guiding in Australia, and an understanding of WAGGGS and World Guiding • International travel experience • NOTE: The International Travel 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 a diverse range of stakeholders in Girl Guiding at a variety of levels across the organisation
- Demonstrated high level problem-solving ability.

TECHNICAL SKILLS AND CAPABILITY

- Demonstrated high level written and oral communication skills
- Demonstrated high level negotiation, facilitation and communication skills
- Demonstrated high level planning and project management 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
- **International Experience and Cultural Awareness:** Displays strong interest in other cultures and countries and has wide international experience
- **Diverse Interpersonal Interaction:** Enjoys working with and supporting people with a wide range of backgrounds and points of view
- **Flexibility:** Ability to adapt and respond to changing circumstances
- **Teamwork:** Enjoys working collaboratively, sharing knowledge and resources

ADDITIONAL INFORMATION

** State International representatives are those in their State Girl Guide Organisation who have the responsibility of overseeing the inclusion of International opportunities and experiences in the organisation. The title of these positions may vary between States.

The Guiding Services Manager (staff) provides support to this role.

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