

Role Description (PD.51)

POSITION TITLE:	National Postbox Coordinator
POSITION TYPE:	Volunteer
REPORTS TO:	National Coordinator - International
DIRECT REPORTS:	None
HOURS:	Approximately 4 hours per week
KEY WORKING RELATIONSHIPS:	Assistant Chief Commissioner - International National Coordinators (International, Youth and Olave Program) State International representatives ** Guiding Services Manager (GGA)
FINANCIAL ACCOUNTABILITY:	None
APPOINTMENT TERM:	3 years, appointed by the Chief Commissioner May be extended by up to 2 years after formal review

PURPOSE OF ROLE:

To manage participation in Postbox by Girl Guide Units in Australia and to facilitate links with their overseas and national counterparts.

EXPECTED OUTCOMES: Successfully and safely linking Girl Guide Units in Australia with groups of Girl Guides or Girl Scouts from other WAGGGS Member Organisations to create a greater awareness of global Girl Guiding and Girl Scouting.

KEY RESULT AREA	ACCOUNTABILITIES
1. Coordination	<ul style="list-style-type: none"> Proactively manage the Postbox email and database Proactively manage requests from other sources for links Support state international liaisons to promote Postbox in their SGGOs Support Unit Leaders, if required, with resources Liaise with WAGGGS Member Organisation contacts Follow up /evaluate success of links
2. Administration	<ul style="list-style-type: none"> Deal with correspondence in a timely manner Maintain data in accordance with the GGA Privacy policy Manage the storage of data in accordance with GGA requirements Report to the National Coordinator- International as requested Prepare an annual report by 31 December each year

	<ul style="list-style-type: none"> • Support maintaining the information on the GGA website relating to Postbox
3. Workplace Health and Safety	<ul style="list-style-type: none"> • 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) • A good knowledge of Girl Guiding in Australia and international Girl Guiding and Girl Scouting • Reasonable knowledge and experience with Microsoft platform
KEY PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Demonstrated understanding of, and commitment to the Girl Guides Australia Child Safe Child Friendly Framework • Enthusiasm for the role • Demonstrated ability to act with integrity and maintain confidentiality • Demonstrated ability to manage self and others • Ability to act as a positive role model for all members • Strong leadership skills and ability to take initiative, be resourceful and resilient • High level interpersonal skills and ability to operate as a team player 	
TECHNICAL SKILLS AND CAPABILITY	
<ul style="list-style-type: none"> • Demonstrated range of communication skills – oral, written and digital • Demonstrated high level planning, prioritising, organisation and management skills 	
MOTIVATIONAL AND ROLE FIT	
<ul style="list-style-type: none"> • Flexibility and change: Enjoys working in an environment that is constantly changing • Learning focus: Personal commitment to ongoing learning and personal development • Diverse Interpersonal Interaction: Enjoys working with and supporting people with a wide range of backgrounds and points of view 	
ADDITIONAL INFORMATION	
<p>*State international liaisons are those in their State Girl Guide Organisation who have the responsibility for overseeing the inclusion of international opportunities and experiences in the organisation. The title of these positions may vary between States.</p> <p>ALL GGA positions are subject to the requirements of the policies and procedures included on <i>Guide Lines</i>.</p>	