

PD.52

POSITION TITLE:	National JOTA/JOTI Liaison
POSITION TYPE:	Volunteer
APPOINTMENT BY:	GGA National Coordinator - International. Appointed for a term of 3 years and may be extended by up to 2 years after review
HOURS:	Up to 6 hours per week/ as required for peak event times in Sept-Oct prior to JOTA/JOTI
KEY WORKING RELATIONSHIPS:	National Coordinator - International, National Coordinators, State International Liaisons, GGA staff

To promote participation in JOTA/JOTI and other online communication events such as World Thinking Day (WAGGGS)

Coordinate and administer the work of JOTA/JOTI:

- To promote participation in JOTA/JOTI to the membership through the provision of up-to-date information & resources
- Provide “how to” forums if requested
- Support State International Liaisons (SILS) to promote and facilitate JOTA/JOTI within their States.
- To understand the implications of GGA’s Child Safe Child Friendly requirements and apply them to ensure safe participation in JOTA/JOTI
- To liaise effectively with the Scouts Australia National JOTA/JOTI coordinator to develop resources (e.g. badge design) and to promote participation within the above guidelines
- Maintain GGA membership of ALARA (Australian Ladies Amateur Radio Association)
- Collect statistical information from SGGOs to monitor and evaluate JOTA/JOTI in Australia.
- Annual report of JOTA/JOTI participation by 31 December each year.
- Participate in International team meetings as required.

Expected Outcomes

1. Increased participation in JOTA/JOTI and other online events & opportunities,
2. Greater awareness of global Guiding and understanding of Member Organisations
3. More Guiding members gain amateur radio licences
4. Exposure to STEM skills
5. Establish and extend connections with Guiding Units in Australia

Requirements of the Role

- Member of State Girl Guide organisation.
- Current Working with Children Check (or relevant equivalent in State)
- Current Police Check
- Demonstrated knowledge and experience of current radio & digital technologies or willingness to develop appropriate knowledge
- A good knowledge of Guiding in Australia, particularly in the area of JOTA and JOTI.

Capabilities and Personal Attributes

- Commitment to the principles of Guiding.
- Enthusiasm for communication technologies
- Capacity and time to undertake the role – particularly in the months leading up to JOTA/JOTI and immediately after
- Commitment to the development of girls and women.
- High level of people skills including negotiation, networking and the ability to work collaboratively with others and to bring out the best in them.
- Sound organisation, and management skills.
- Effective communication skills, written and oral, both one on one and in groups.
- A positive role model.

Appointment Review

Participation in an annual review with National Coordinator - International