

PD.04

POSITION TITLE:	National Coordinator - Youth
POSITION TYPE:	Volunteer
REPORTS TO:	Chief Commissioner
DIRECT REPORTS:	<ul style="list-style-type: none"> Assistant National Coordinator – Youth Special interest roles (up to three) as appointed by the Chief Commissioner e.g. Awards coordinator, Youth outdoors coordinator
HOURS:	20 hours per week
KEY WORKING RELATIONSHIPS: Needs to include reference to State Comm Forum	Chief Commissioner Assistant Chief Commissioners National Coordinators (Adult, Olave Program and International) Australian Guiding Committee (AGC) Commissioners' Forum State Youth representatives ** Chief Executive Officer (GGA) Program Manager (GGA)
APPOINTMENT TERM:	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 implementation of a high-quality, inclusive, girl-led Australian Guide Program (AGP) across Girl Guiding in Australia

EXPECTED OUTCOMES:

- Engaging girls and young women in a wide range of relevant programs and activities that empower them to grow in confidence, develop life skills and take the lead in their communities
- The voice of girls and young women is present in throughout Girl Guiding in Australia is valued

KEY RESULT AREA	ACCOUNTABILITIES
1. Australian Guide Program	<ul style="list-style-type: none"> Support State Youth representatives in the implementation and delivery of a high-quality, inclusive, girl-led AGP Support and promote the Girl Recognition System Develop and maintain clear and transparent procedures for attaining peak achievement awards

	<ul style="list-style-type: none"> • Oversee and collaborate with State Youth representatives on the development of resources to support the delivery of the AGP • Support and encourage the inclusion of Outdoor activities in the implementation of the AGP • Oversee and contribute towards National Youth events • Facilitate opportunities for youth members to have a voice in decision-making within Girl Guiding in Australia • Contribute to the strategic goals and operational plans of Girl Guides Australia • Work closely with the National Coordinator - Adult to ensure Leader training and qualifications provide appropriate capability to deliver the AGP • Provide advice to the Chief Commissioner and AGC in relation to innovation and best practice in youth programs and activities • Oversee all youth uniform badges including development, updating and promotion, working with other parties as required
2. Administration	<ul style="list-style-type: none"> • Arrange meetings of State Youth representatives to enable a consistent approach to the delivery of the Australian Guide Program within States • Work closely with the Guiding Services Manager to manage and maintain all AGP documents and resources including handbooks, girl recognition system publications, outdoor activities guidelines, youth certificates etc • Work closely with the Guiding Services Manager to ensure all promotional material including resources on the Girl Guides Australia website regarding any youth programs or activities is current and relevant • Work with the Operational Manager to ensure provision of national retail items where appropriate • Provide regular written reports to a range of stakeholders as required and directed
3. Teamwork and stakeholder support	<ul style="list-style-type: none"> • Build a strong team to support the role • Build strong relationships with, and support State Youth representatives in the delivery and implementation of the Australian Guide Program within their State • Convene and manage working groups for projects as required • Work closely with all National Coordinators to ensure alignment of the AGP and all other Guiding activities in Australia

	<ul style="list-style-type: none"> • Collaborate on national projects as required • Together with the National Coordinator - Adult, liaise with peak Outdoor reference groups and organisations to maintain a current Outdoor perspective • Collaborate and support State Youth representatives in promoting Girl Guide youth programs and national youth events
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) • Current Police Check • Extensive knowledge of Girl Guiding in Australia, and the AGP and the Australian Learning and Qualification Program • NOTE: The National Coordinator – Youth 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 • 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 • Openness to new ways of working and different engagement concepts for youth • 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, 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	
<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 	

- **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 Youth representatives are those in their State Girl Guide Organisation who have the responsibility of overseeing the implementation of the AGP within their State. This includes outdoor activities. The title of these positions may vary between States.

The Program Manager (staff) works with this role to achieve strategic and operational goals.

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