

## PD.16

<b>POSITION TITLE:</b>	National Coordinator - International
<b>POSITION TYPE:</b>	Volunteer
<b>REPORTS TO:</b>	Chief Commissioner
<b>DIRECT REPORTS:</b>	JOTA/JOTI Liaison FOWC Liaison
<b>HOURS:</b>	20 hours per week
<b>KEY WORKING RELATIONSHIPS:</b>	Chief Commissioner Assistant Chief Commissioner (International) National Coordinators (Youth, Adult and Olave Program) State International representatives ** GGA Special Funds Committee Chief Executive Officer (GGA) Operations Manager (GGA)
<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:

- awareness and understanding of global Girl Guiding and Girl Scouting in Girl Guiding in Australia;
- participation in international events both overseas and within Australia;
- the facilitation of international projects and programs for Girl Guiding in Australia; and
- build and maintain strong links with WAGGGS, the Asia Pacific Regional Office/Committee and other Member Organisations and World Centres
- Monitor well being of those members who participate in any events/programs

### EXPECTED OUTCOMES:

- Increased awareness of International Guiding and the opportunities available to Australian Guiding members
- Increased numbers of Australian Guides participating in international program opportunities
- Effective links are maintained with Member Organisations (MOs) of the World Association of Girl Guides and Girl Scouts (WAGGGS), the World Bureau, Asia Pacific Regional Office/Committee and other Member Organisations and World Centres

KEY RESULT AREA	ACCOUNTABILITIES
1. International - Travel	<ul style="list-style-type: none"> <li>• Facilitate selection of, and participation in WAGGGS, MOs and other international events to which Girl Guides Australia are invited</li> <li>• Facilitate a nationally consistent approach to select and manage members attending overseas events and work with GGA Office to ensure appropriate risk management, budgeting and administrative practices are in place</li> </ul>

	<ul style="list-style-type: none"> <li>• Facilitate selection and mentoring, if required, of Contingent Leaders</li> <li>• Have oversight of all travel activities and arrangements.</li> <li>• Work closely with the Operations manager (GGA) to support activities associated with international travel</li> <li>• Monitor international events and travel advice for relevant alerts and action appropriately</li> <li>• Manage and have oversight of the evaluation process for overseas events, follow up feedback, collate information and share with Girl Guiding in Australia personnel as relevant</li> <li>• Support State International representatives managing groups planning and undertaking international travel in line with the applicable policies.</li> </ul>
<b>2. International – General</b>	<ul style="list-style-type: none"> <li>• Collaborate with and support State International representatives to raise awareness of international Girl Guiding/Girl Scouting, and promote WAGGGS and Asia Pacific Region activities</li> <li>• Work closely with the Assistant Chief Commissioner (International) to identify relevant WAGGGS and Asia Pacific Region initiatives and programs and work with the relevant National Coordinators and other national personnel to develop, implement, promote and oversee these projects</li> <li>• Coordinate, in conjunction, with the Assistant Chief Commissioner (International) participation in international strategic workshops, trainings, seminars and conferences</li> <li>• Work closely with the Assistant Chief Commissioner (International) and CEO, on any complex issues that arise in relation to international travel</li> <li>• Encourage and manage applications for the Volunteer Resource Pool &amp; Campfire membership ( including World Centre volunteer positions )</li> <li>• Promote and manage applications for WAGGGS Leadership events – JLS, HSS and CSW</li> <li>• Coordinate and support the work of the JOTA/JOTI Liaison in facilitating JOTA/JOTI for Australian Guiding</li> <li>• Liaise with and support Friends of World Centres national committee, Friends of Asia Pacific WAGGGS (Australia) and Olave Baden-Powell Society in Australia</li> </ul>
<b>3. Administration</b>	<ul style="list-style-type: none"> <li>• Arrange meetings of State International representatives to enable a consistent approach to providing and facilitating international experiences to Girl Guiding in Australia</li> <li>• Work with Operations Manager (GGA) and CEO (GGA) to develop and maintain clear and transparent Guiding policies and procedures for all aspects of international travel</li> <li>• Work collaboratively with Operations Manager (GGA) and CEO (GGA) to develop project plans and budgets to support the smooth implementation of international projects</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with Snapforms to facilitate applications and data management.</li> <li>• With the Chief Commissioner manage International correspondence including Information received from WAGGGS and the Asia Pacific Region e.g. World Centre events, World Thinking Day, JOTA/JOTI and distribute to appropriate stakeholders</li> <li>• Ensure timely transfers of money to WAGGGS eg World Thinking Day , Friends of the World Centres</li> <li>• Provide regular reports to a range of stakeholders</li> <li>• Facilitate the promotion of international programs, events and opportunities through social media and other channels</li> <li>• Manage and maintain all master International files and documents</li> </ul>
<b>4. Teamwork and stakeholder support</b>	<ul style="list-style-type: none"> <li>• Build strong relationships with and support State International representatives to support, promote and encourage members to have an International Guiding experience</li> <li>• Work closely with all National Coordinators to ensure effective collaboration on international matters with all other Guiding activities in Australia</li> <li>• Collaborate on national projects as required</li> <li>• Maintain links with Scouts Australia re opportunities to participate in international events and activities with WOSM</li> </ul>
<b>5. 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:**

<b>ESSENTIAL</b>	<ul style="list-style-type: none"> <li>• Membership of a State Girl Guide Organisation</li> <li>• Current Working With Children Check (or relevant equivalent in State)</li> <li>• Current Police Check</li> <li>• Extensive knowledge of Girl Guiding in Australia, and a strong understanding of WAGGGS and World Guiding</li> <li>• Current knowledge of significant international issues and trends affecting MOs and girls and young women.</li> <li>• NOTE: The National Coordinator – International MAY NOT hold another Guiding leadership or management role at State or national level, concurrently with their tenure in this role.</li> </ul>
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#### **KEY PERSONAL ATTRIBUTES**

- Demonstrated understanding of, and commitment to Child Safe Child Friendly practices
- Demonstrated practical support for diversity and inclusion without compromising group safety
- 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 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, both within and outside Guiding
- **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 Operations Manager and other GGA 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*