



POSITION DESCRIPTION

POSITION:	Girl Guides Victoria Olave Program Manager
REPORTING TO:	Chief Executive Officer
APPOINTED BY:	Chief Executive Officer
DATE:	October 2018

GIRL GUIDES VICTORIA

Girl Guides Victoria (GGV) is part of the worldwide Movement of more than 10 million Girl Guides and Girl Scouts operating in over 150 countries. This progressive, non-political voluntary organisation helps girls and young women develop into confident, self-respecting and responsible community members by providing a values-based, flexible and dynamic, non-formal educational program.

The organisation embraces girls and women from a diverse range of backgrounds, cultures, socio-economic groups and geographical areas and provides a supportive environment within which they can extend their personal boundaries. Organisational leadership at all levels is provided by skilled, open-minded women.

PRIMARY PURPOSE OF THE STATE OLAVE PROGRAM MANAGER

The Olave Manager is a volunteer role. She is supported by the Olave Committee and acts as the senior advocate for the Olave Program, which is for members of Girl Guides aged from 18 to 29 years.

Encouraging members of Guides aged 18 to 29 years to challenge themselves with adventure, engage with their local community, and continuously work on their self-development are the key purposes of the role of Olave Manager.

The role of Olave Manager primarily consists of:

1. Chair a State Committee whose primary function is to support the Olave Program across the state, and ensure ad-hoc committees are put in place for events as required.
2. Develop the Olave leadership across the state to create an environment where Olaves are actively considered and participating in activities at a District, Region, and/or State level.

3. Develop her own leadership skills by participating in the State Management Team and in the National Olave Leadership Team.

The Olave Manager will have a number of support structures in place including:

1. A formal mentor, appointed by GGV in consultation with the Olave Manager, to support her through the journey in agreed areas of skill development and to act as a sounding board.
2. An Olave Committee, which is not limited to women of Olave age, who can assist to connect Olaves into the Regional Management structure and encourage participation across the state.
3. The other State Department Heads (Program, Learning and Development, Risk, International, Outdoor), for collaboration regarding Outdoor events, Learning and Development curriculum, and any joint activities with youth members.

KEY RESPONSIBILITIES

1. Working with a Committee

The Olave Manager will work with the existing committee and build the committee through her term as required.

2. Olave Program Development

After reviewing the current scope of Olave activities and Peer Groups across GGV, the next step is to start identifying priorities for the next two years including a plan for state Olave events and membership growth. She will also coordinate, support, and assess participation in the Olave Awards Structure.

3. GGA and the GGV Olave Committee

The Olave Manager will work with the National Olave Team to keep in touch with the latest updates from GGA. There is a face-to-face meeting once or twice a year, and monthly teleconferences. There may be interstate travel involved, as well as travel across the State.

4. Departmental Cooperation

All of the Departments (Outdoor, Program, Olave, International, and Risk) work together to create a seamless experience for the girls and the volunteers. The Departments Heads meet once every two months along with the Region Managers as the GGV Management Team. The Olave Manager will work with their colleagues to come up with great ideas, solve problems, and to establish Olave participation in the broader GGV community.

5. Innovation and Communication

Solicit and consider ideas from other groups that serve Olave-aged women about the potential for collaboration and collective outcomes. The Olave Manager is asked to identify the highest value areas for change while living with the many areas that could be improved but not all at once!

Getting the message out about our Olave Program to girls and volunteers is a key element of the role. The Olave Manager will work with GGV Communications Officer and the Events Coordinator to ensure Olaves can register to attend events, and that the word gets out.

KEY SELECTION CRITERIA

Essential Skills

1. A sense of the fun and adventure that being in a senior influencing role across Olave for GGV could bring.
2. A desire to work across boundaries collaboratively, within GGV and across GGA, and an ability to see this as the essential part of the leadership role.
3. A demonstrated alignment to the new Olave program framework and a clear vision of why leading this would be aligned to your personal interests and development goals.
4. An ability to lead a team where the individuals on the team work with some autonomy, and subcommittees are assigned where useful, whilst maintaining a collaborative environment to ensure things work as a whole.
5. An ability to put together plans for team structure, Olave Program scope, and financial resourcing, and a Project Plan for the two-year period. Assistance is available from paid GGV staff in each of these areas, but the Olave Manager must be able and willing to self-organise to ensure these components are delivered.

Essential Timing

1. It would be ideal for the Outdoor Manager to commit to a two-year period to develop and lead the team.
2. If you're having fun, there will be an option to extend in the role, by mutual agreement, for another term of 12 months.
3. Development of the team will ensure that the team rolls off and adds new members in a systematic, continuous way rather than have the whole team roll over simultaneously.