

POSITION DESCRIPTION

POSITION: Girl Guides Victoria Outdoor 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 OUTDOOR MANAGER ROLE

The Outdoor Manager is a volunteer role, established to lead a team of women who together oversee the delivery of the Outdoor section of the Australian Guide Program in the state of Victoria.

Getting girls outdoors to build their skills, explore the world and develop their sense of self-worth is the key purpose of the role of the Outdoor Manager.

Given the vast majority of the Outdoor Program at GGV is delivered by Leaders in local community Units, the key outcomes of the role are to:

1. Ensure the infrastructure is in place to support local Unit Leaders with delivering exciting, quality, consistent Outdoor Programs to all girls within GGV;
2. Ensure that parts of Outdoor Programs that need to be delivered at the State Level, such as state camps and outdoor activity days, are organised and supported; and
3. Ensure that the Outdoor Program directions are both consistent with, and can be shared across, Girl Guides Australia.

The Outdoor Manager has lots of scope to determine how to deliver on these three objectives and will have the following people and teams available to support them.

1. The State Management Team will help staff a team who can work together and deliver across an agreed scope of Outdoor Program related activities and camps.
2. Girl Guides Australia will assist if there's a need to roll out changes related to Guidelines, Risk Management and outdoor adventurous activities and camping requirements.
3. The Camping and Adventure Officer (staff) will work with them to ensure that new volunteers are equipped to deliver ongoing, new and innovative outdoors activities across the State.
4. Other Department Areas (Program, Learning and Development, Risk, International, Olave) and Girl Guide activity instructors (e.g. from the Canoe Teams, Caving Team) are there to collaborate with to ensure the best qualified people are working on areas of Outdoor Program. The volunteers in these areas will work with them to make sure that projects draw on the skills and expertise of each Department for the best outcome for the state.

KEY RESPONSIBILITIES

1. **Creating an Outdoor Leadership team**
The Camping and Adventure Officer will support the Outdoor Manager to understand the current volunteer structure and priorities of the Outdoor Program. Then the Outdoor Manager will create an outdoor team of Leaders from across the state who will work to further enhance the future of Girl Guiding.
2. **Outdoor Scope Development**
After reviewing the current scope of Outdoor activities across GGV, the next step is to start identifying priorities for the next two years. This is where the Outdoor Manager will work with the Program Department and the Camping and Adventure Officer, to plan some great events for the girls.
3. **GGA and the GGV Outdoor Team**
The Outdoor Manager will work with the National Outdoor 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 Outdoors Manager will work with their colleagues to come up with great ideas, solve problems, and make sure that our organisation runs smoothly across all Departments.

5. Innovation and Communication

It takes a pragmatic approach to the amount of innovation possible with the volunteer structure and limited financial capacity of GGV. The Outdoors 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 Outdoor Program to girls and volunteers is a key element of the role. The Outdoor Manager will work with GGV Communications Officer and the Events Coordinator to ensure girls and volunteers can register to attend events, and that the word gets out.

KEY SELECTION CRITERIA

Essential

1. Current camping qualifications and/or current Outdoor Leader qualification.
2. A sense of the fun and adventure that being in a senior influencing role across Outdoors for GGV could bring.
3. 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.
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, Outdoor 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 Outdoor 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.