



POSITION DESCRIPTION

LEARNING & DEVELOPMENT

(L&D) MANAGER

for Girl Guides South Australia, (SA) Tasmania (Tas) and Victoria (Vic)

REPORTS TO

State Commissioners of Girl Guides SA, Tasmania and Victoria

TERM

Three- year term, with the opportunity to extend for another 2 years. Please note a 6 month role review, as per People Management Processes available on Guidelines, will be held with all 3 State Commissioners.

JOB DESCRIPTION

The key purpose of the Learning and Development (L&D) Manager is the effective management and leadership of the L&D team across SA Tas and Vic.

The role will see you building and shaping a cohesive and productive team to deliver the L&D program in order to develop adult Leaders and Managers who deliver a high quality Australian Guide Program (AGP) in a safe environment. The role may include travelling interstate for management meetings, and will see you attending and reporting back to state level management meetings on the progress of the L&D space.

You will be expected to stay up to date with all relevant information, communications and policies from both GGA and WAGGGS and to work collaboratively with other management within the organisation such as Program and Outdoors.

RESPONSIBILITIES

1. Working with a Committee

The L&D Manager will work with the L&D Team, throughout her term, to build and shape the Team as required.

2. Learning and Development Team Development

The L&D Manager will review the current scope of L&D activities across the three states and identify L&D priorities for the next two to three years including development of an L&D plan for that period.

She will:

- Set up the L&D process for each year
- Ensure trainers are assigned to, and deliver, each training.
- Increase the number of trained trainers within the three-state area.

3. Collaboration with GGA

The L&D manager will work with the appropriate individuals/committees/working groups to keep in touch with the latest updates from GGA. Meetings are arranged as required either in person, or voice and video conferences etc., noting that some interstate travel may be required. She will ensure all trainings meet the GGA and WAGGGS Outcomes.

4. State Teams Cooperation

The L&D Manager is a member of the State Team for each of the three states. After consultation with each State Commissioner, you will attend the State Management Meetings, either in person or via video connection. You are encouraged to communicate regularly and collaborate with all members of these State Team, including other Volunteer Managers (Program, International, Outdoor etc.), Regional Managers, Assistant State Commissioners and other women who form part of these State Teams.

5. Innovation and Communication

She will innovate and communicate with curiosity about what is possible to support and grow our adult membership through L&D initiatives across Guiding in the three states and Australia. These initiatives will:

- Support the Recognition of Prior Learning (RPL) process
- Support the learning partner process, including training more learning partners and encouraging collaboration and cohesion between them across the states.
- Create a process and resources that will assist in quality control for trainers and training.
- Assist in the creation of events that engage our volunteers in self-development and enhance skills such as conflict resolution, parent communications, open ended questioning and other life skills.

DESIRED OUTCOMES FOR THE TERM

1. Review core trainings and engage in an improvement process for them, including facilitating RPL where possible, specifically for Unit Leader, Manager, and Trainer trainings. Once these have been addressed, engage in a review process for Outdoors trainings.
2. Engage with other states who are also conducting reviews, and consider all aspects from content to delivery and the outcomes of trainings.
3. Research and engage in non-Guiding training and capacity building opportunities alongside the CEO and State Commissioner.
4. Build a strategy to select and offer delivery of these in order to increase the organisation's capacity to offer development for Adults within the organisation. This process will include getting feedback from Leaders and Adult Volunteers regarding what they would like to receive, and what they need to receive development in.
5. Form partnerships with external organisations to provide relevant and externally recognized trainings to our members.
6. Ensure trainings are engaging and inspire enthusiasm within leaders.

KEY SELECTION CRITERIA

1. Being yourself and bringing a real sense of curiosity, fun and adventure to every element of this senior leadership role within Girl Guides SA, Tas and Victoria.
2. An aspiration to work across boundaries collaboratively with all who make up the Guiding community within the three states and across GGA.
3. Demonstrated volunteer management experience
4. Strong communication and interpersonal skills
5. Learning and Development qualifications or back ground, or experience in a relevant discipline
6. An understanding of the Australian Guide Program, WAGGGS Education Method, and the current Learning and Development Process.
7. An understanding and belief in Girl Guiding's value, mission and Promise and Law.
8. Conflict resolution experience