

POSITION DESCRIPTION

<u>POSITION:</u>	Youth Awards/Celebrations Manager
<u>REPORTING TO:</u>	State Commissioner/Youth Patrol Manager
<u>APPOINTED BY:</u>	State Commissioner
<u>DATE:</u>	February 2021

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, and through Girl Guides Australia (**GGA**), is a member of the World Association of Girl Guides and Girl Scouts (**WAGGGS**).

Girl Guides is a progressive, non-political volunteer led organisation that supports girls, young women and women to develop into and continue to be confident, self-respecting and responsible community members by providing values-based, flexible and dynamic, non-formal educational programs and opportunities.

Girl Guides embraces girls and women from diverse backgrounds, cultures, socio-economic groups and geographical areas, and provides a supportive environment within which each individual can extend personal boundaries and be the best they can be. Organisational leadership at all levels is provided by talented, skilled and open-minded curious women.

PRIMARY PURPOSE OF THE YOUTH AWARDS/CELEBRATIONS MANAGER

The Youth Awards/Celebrations Manager is a key volunteer role and will be supported by the Youth Awards/Celebrations Team. She acts as the voice and advocates for excellence and opportunity through awards and celebration for youth and adult members within GGV.

The key purpose of the Youth Awards/Celebrations Manager role is to ensure that all badges and awards available to Guiding members are of a high standard and promote opportunities and experiences for Guiding members. Key initiative to be across in this role include Badges, Junior BP, BP Award, Queen's Guide Award, Commonwealth Award and Promotion of WAGGGS programs. Additionally, all GGV members are encourage to challenge themselves with curiosity and adventure, engage in their local community, and continuously work on their self-development.

The role of the Youth Awards/Celebration Manager primarily consists of:

- Youth Awards/Celebrations Committee/ Team Chair: Chair the Awards and Celebrations Committee/Team whose primary function is to support Awards and Celebrations initiative across the state (*Badges, Junior BP, BP Award, Queen's Guide Award, Commonwealth Award and Promotion of WAGGGS programs*), and ensure sub-committees/working groups are put in place as required.
- Develop Volunteers: Develop the skills, abilities and resources of the GGV Leaders and Volunteers across the state to create an environment where Youth Awards/Celebrations is actively considered and supported across Guiding activities at a District, Region, State, National and/or international level
- Self-Development: Develop her own leadership approach, style and skills by participating in the State Patrol forum and other relevant leadership forums. Regard the WAGGGS approach to leadership. Strive to be and do your best.

The Youth Awards/Celebrations Manager will have a number of support structures in place including:

- Mentor: A mentor, appointed in consultation with the Youth Awards/Celebrations Manager by the State Commissioner, to provide support throughout time in the role in agreed areas of skill development, and to act as a sounding board.
- Youth Awards/Celebration Committee/Team: A Youth Awards/Celebration Committee/Team, who can assist to champion the areas of excellence and opportunity across all aspects of Guiding in GGV and, where possible, across GGA
- State Patrol Members: All members of the State Patrol including other Volunteers Managers (across Program, Learning and Development, International, Outdoor, etc); Regional Managers; Assistant State Commissioners; and other women who form part of the State Patrol from time to time. You are encouraged to communicate regularly and collaborate with all members of the State Patrol.

KEY RESPONSIBILITIES

1. Working with a committee

The Youth Awards/Celebrations Manager will work with the Youth Awards/Celebration Committee/Team and shape and/or build the Committee/Team through her term as required.

2. Awards/Celebrations Development

After reviewing the current scope of Youth Awards/Celebrations activities (*Badges, Junior BP, BP Award, Queen's Guide Award, Commonwealth Award, Promotion of WAGGGS programs*), the next step is to start identifying priorities for the next two to three years including a plan for Awards and Celebrations and improved membership growth. Some state-based travel may be required.

3. Collaboration with GGA

The Youth Awards/Celebration Manager will work with 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 some interstate meetings may be required.

4. State Patrol Cooperation

All roles that make up the State Patrol work collaboratively as one team with the Office Team to create seamless experiences for the Girl Guides, Olaves, Leaders and Volunteers.

5. Innovation and Communication

Innovate and communicate with curiosity about what is possible to support and grow our membership through Awards and Celebration across Guiding in Victoria and Australia

To communicate with the wider Guiding community about Awards and Celebration agenda, the Youth Awards/Celebration Manager will work with GGV Communications Officer and other staff members as appropriate to ensure all aspects to communications and initiative are managed in the most effective way possible.

KEY SELECTION CRITERIA:

Essential Skills

- Being yourself and bringing a real sense of curiosity, fun and adventure to every element of this senior leadership role within GGV.
- The ability to advocate and influence the decisions made within GGV, in particular the State Patrol forum, to ensure continued Girl-Led experiences are available.
- An aspiration to work across boundaries collaboratively with all who make up the Guiding community within GGV and across GGA.
- An alignment to creating an environment in Guiding that is inclusive and diverse, and a clear vision of why leading this would be aligned to your personal interest and development goals.
- An ability to be self-motivated to lead and inspire a team where:
 - Individuals on the team work with autonomy; and,
 - Working group/sub-committees are developed to provide project-based opportunities to achieve delivery initiatives and achieve agreed outcomes.
- An ability to be self-motivated to shape and evolve the various activities and plans which will assist with the operation of Youth Awards/Celebrations covering the following areas:
 - Team/Volunteer resources
 - Awards/Celebration initiative delivery
 - Financial arrangements; and
 - Project plans (thinking beyond the initial two-year term into three-year plans)

Additional information:

- It would be ideal for the Youth Awards/Celebrations Manager to Commit to a two to three-year term (with an initial review at the end of the first six-months) on the basis that GGV is about to embark on a significant period of transformation and change. This is an exciting time to be part of GGV's history.
- Development of the Youth Awards/Celebration Committee/Team to ensure that individuals within the team over, and the new members are added in a systemic, continuous way rather than have the whole team roll over simultaneously.