

UNIT LEADER & ASSISTANT UNIT LEADER

POSITION DESCRIPTION



Role Description

A challenging and rewarding position within Girl Guides South Australia (GGSA) as a role model for girls and young women. The Unit Leader (Leader) builds and maintains strong community connections between girls and their families, other Leaders, Volunteers, and the District. The Leader provides support, guidance, feedback, and motivation to enable the delivery of the Australian Guide Program (AGP) and seeing girls and young women discover their potential as leaders of their world.

Unit Leader Role

This role is flexible in nature and application to suit the needs of the role and the requirements of GGSA. This role description captures all aspects of the Leader role in a Child Safe Child Friendly organisation for adaptation to your individual Guiding situation.

Assistant Leader Role

Assistant Unit Leaders participate fully and equally in the responsibilities of Leadership with the Leader except they do not participate in Administration Management.

Leader Responsibilities

The essence of Guiding is the delivery of the AGP working together with girls, their families, and Leaders.

The Leader is responsible for:

- Facilitating youth members to develop and implement the AGP through an effective and well balanced program that takes into consideration their needs and interests
- Supporting girls to develop further in Guides and providing opportunities to discover their potential as leaders of their world
- Building and maintaining relationships with Guiding members, families, and the community
- Drawing on Guiding and community networks, and working collaboratively with others to bring out the best in each member of the Unit
- Promoting and modelling the Guide Promise, Guide Law and Code of Conduct within Guiding and the wider community
- Assisting in recruiting, inducting, and onboarding new Leaders and through their qualification, including supporting them with their Passport
- Monitoring the safety and wellbeing of Guides and Members of the community including the implementation of risk plans
- Monitoring social media of the Unit and participating in making sure that style and language are in keeping with Girl Guide Code of Conduct, policies, and branding
- Adhering to GGA and GGSA policies and procedures
- Handling and reporting complaints and incidents.

Administration Management

Managing and maintaining records is important to the success of this role.

The Leader is responsible for the following as appropriate and required:

- Accessing and utilising the State database to generate reports and updating records
- Keeping accurate records of unit meetings and activities, correspondence, and finances
- Reviewing unit budgeting annually, account for finances and records
- Completing tasks, record keeping and correspondence regularly

Building for the Future

Building for the future embraces Guides to be themselves in a brave space.

The Leader leads and supports this by:

- Showing a commitment to raising the voices of girls and young women
- Challenging stereotypes and responding constructively and positively in different cultural, social, and work contexts
- Breaking down gender barriers to leadership for girls and women
- Enjoying a balanced life which allows time to focus on interests
- Responding to challenging situations, conflict, and pressure in a calm manner.

Requirement for Appointment

Guiding experience is not a requirement for the Leader role.

To be appointed the Leader must:

1. Have strong communication and organisational skills
2. Satisfy the requirements of adult membership and appointment of GGSA
3. Complete the requirements of the Leadership Qualification.

The Leader reports to the District Manager and the appointment terms are determined by GGSA.