

Safe Guide Adviser, Provincial Council

Position Description

Updated August 2021

MISSION

To be a catalyst for girls empowering girls

PURPOSE

To oversee, direct, administer, and approve the use of Safe Guide protocols and procedures within the province.

ACCOUNTABILITY

Provincial Council, through the Provincial Risk and Compliance Adviser

RESPONSIBILITIES

- Maintains current knowledge of GGC, its Strategic Plan, and the current issue of Safe Guide, including its forms, activity guides, FAQs, training standards, assessor approval levels, and timelines;
- Collaborates with provincial office staff to ensure all processes are in place to accept and process Safe Guide forms;
- Ensures that Safe Guide forms are processed in a timely manner;
- Ensures consistency with respect to assessment decisions;
- Provides support, on-going communication, orientation and guidance to Safe Guide Assessors;
- Recruits, screens, and appoints new Assessors as required;
- Reviews Safe Guide changes/updates with Assessors, as necessary, to maintain currency and common application of practice and procedures;
- Reviews and responds to communications from the national office and the national Safe Guide committee, as requested;
- Responds to issues arising from the membership, as necessary;
- Identifies and participates in any personal learning opportunities to enhance her qualification for the position;
- May be required to deliver Safe Guide training, as arranged, in cooperation with the Provincial Training Adviser.

EXPECTATIONS AS A MEMBER OF PROVINCIAL COUNCIL

- To act in the best interests of the Council as a whole rather than a particular location or personal interests;
- To contribute to the advancement of Guiding within the Provincial Council jurisdiction;
- To participate fully as a member of the Provincial Council on all matters under discussion;
- To maintain close communication with the Provincial Commissioner and Executive Committee to inform them of issues of importance as they arise;
- To prepare for and participate in all meetings by reading all pre-meeting documents, seeking clarification on an issue as needed, making decisions in the best interest of GGC, and respecting the Council's decision-making processes and majority decision;
- To work collaboratively with all council members to ensure best management and stewardship of Guiding within the provincial jurisdiction; and,
- To participate on any Provincial Council review or assessment processes.



QUALIFICATIONS

- A commitment to and passion for GGC;
- Completion of Safe Guide training module;
- Minimum “yellow level” assessor or becomes one within three (3) months;
- Knowledge of GGC risk and mitigation policies, procedures, and resources;
- Demonstrated ability to critically analyze and assess risk elements associated with events and activities for Members;
- Ability to work with a team and independently and to solicit, collate, and consolidate opinions and feedback;
- Critical, analytical, and decision focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and,
- Well organized with attention to detail.

TERM

Three (3) years

