

Provincial Safe Guide Adviser

Position Description

Established September 14, 2016

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.

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 analyse 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

