**MISSION**

Girl Guides of Canada-Guides du Canada (GGC) enables girls to be confident, resourceful and courageous, and to make a difference in the world.

**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