

Provincial Safe Guide Adviser Position Description

Position Description

Jan 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.

NS SPECIFIC:

- Develop and monitor the Advisory budget and approve and sign expense claims as appropriate;
- Liaise with the Assessors to support the implementation of Safe Guide and advise on Safe Guide related issues and directives that provide key messages;
- Actively participate in Risk Compliance meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals;
- Provide written updates for each Provincial Council meeting and an annual report to the Risk Compliance Adviser;
- Ensure an inventory of all equipment belonging to GGC is maintained on file at the Provincial office;
- Maintains and monitors, at least 3 times weekly, the respective Provincial email and respond in a timely manner;



- When creating and executing Provincial events, adhere to event timeline;
- Complies with all Provincial 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

