

# Safe Guide Liaison

## Position Description

January 17, 2025

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### **VISION**

A better world, by girls

### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

The Safe Guide Liaison is responsible for ensuring the effective implementation and consistent application of Safe Guide protocols and procedures within the Provincial Council. This includes maintaining up-to-date knowledge of policies, forms, and resources, mentoring Safe Guide Assessors, and ensuring timely processing of Safe Guide forms. The Liaison also supports Assessor training and collaborates with other Provincial Council members to uphold safety and risk management standards across all programming.

### **ACCOUNTABILITY**

Provincial Council through the Deputy Provincial Commissioner

### **RESPONSIBILITIES**

#### **Leadership & Collaboration**

- Collaborates with staff teams to ensure processes are in place to accept and process Safe Guide forms effectively.
- Works collaboratively with other Adviser and Liaison positions on Provincial Council.
- Fosters a cooperative, collaborative, and supportive environment.
- Actively participates in Provincial Safe Guide Liaison meetings as scheduled.

#### **Safe Guide Administration**

- Maintains current knowledge of current version of Safe Guide, including its forms, FAQs, training standards, timelines, and associated resources.
- Ensures Safe Guide forms are processed in a timely and consistent manner by Assessors.
- Reviews communications from the national office and ensures timely response.
- Responds to issues or concerns arising from the membership related to Safe Guide.
- Supports consistent application of Safe Guide policies to uphold safety and risk management standards.

#### **Assessor Development & Support**

- Provides mentorship and ongoing support to Safe Guide Assessors.
- Reviews changes of updates to Safe Guide with Assessors to ensure consistent application of practices and procedures.
- Oversees the Assessor application and onboarding process within the Provincial Council.
- Conducts orientation for new Assessors to ensure understanding of their responsibilities.



- Coordinates performance management and training for Assessors to ensure consistent and high-quality decision-making.
- Ensures regular communication with Assessors to support Safe Guide implementation and address related issues.

### **Training & Program Support**

- May coordinate delivery of Safe Guide training in collaboration with the Provincial Learning & Engagement Adviser and staff teams.
- Promotes inclusive practices by increasing awareness and understanding of special needs, cultural diversity, and accessibility in programming.

### **Other Responsibilities**

- Completes other duties as assigned by the Provincial Council.
- Develops and monitors the advisory budget, as required.
- Approves and signs expense claims where appropriate.

### **QUALIFICATIONS**

- Passion for and commitment to Girl Guides of Canada (GGC) and its mission.
- Knowledge and understanding of Guiding Essentials.
- Minimum “yellow level” Assessor or ability to achieve within three (3) months.
- Understanding of GGC’s risk management policies and procedures.
- Ability to assess and manage risk in events and activities.
- Strong organizational skills.
- Strong critical thinking, analytical, and decision-making skills.
- Strong communication, writing, listening, and interpersonal skills, with the ability to effectively use various media.
- Ability to work both independently and as part of a team.
- Familiarity with Office Suite or willingness to learn.

### **EXPECTATIONS**

- Meet the 72-hour service standard for responding to GGC related email and phone requests.
- Maintain current knowledge of National and Provincial policies, procedures, and programs.
- Provide written updates as requested by the Provincial Council.
- Ability to build and maintain positive relationships with members, volunteers, and staff.
- Time Commitment:
  - August-November & April-June: 15-20 hours/week (variable based on Provincial Council size).
  - December-April & July: 5-10 hours/week (variable based on Provincial Council size).

### **TERM:**

- Minimum of one (1) year commitment (renewable on an annual basis)

