



POSITION DESCRIPTION

Volunteer Board Coordinator

ONE GIRL 

At One Girl, we believe that *every girl* on the planet
has the right to an education.

No matter where she is born, how much her family earns,
what religion she adheres to or what her culture says,
every girl deserves the opportunity to learn,
grow, and be the best she can be.

We're on a huge mission to change the world,
one girl at a time.

We know *we can't do it* alone – and that's why
we need you!

ONE GIRL

VOLUNTEER BOARD COORDINATOR

We are looking for a Volunteer Board Coordinator to support the One Girl Board with day-to-day administrative tasks and key governance and strategic work. The role will report to and work very closely with the Deputy Chair & Company Secretary and will involve scheduling Board meetings, compiling board papers and agendas, and supporting other administrative tasks as they come up.

The person in the role will also be expected to build relationships with the Board Chair, Board Directors and One Girl CEO.

The One Girl Board meets every two months (6 times a year) usually outside of office hours, so some out-of-office hours work would be required. The successful candidate will have a genuine interest in the mission of One Girl, strong administrative and organisational skills and the ability to commit to the role for a minimum of 12 months.

Our ideal candidate is the kind of person who is always looking for better ways of doing things, and isn't afraid to think big or offer fresh ideas to make our important strategic work the best it could possibly be. We are looking for someone who is enthusiastic, agile and willing to give things a go!

Are you excited by the possibility of working collaboratively to support One Girl's mission to reach more and more girls with the transformative power of education? Are you passionate about gender equality and girls' education? Are you a real team player, love being organised, and have some killer admin skills?

We want to hear from you!



WHAT'S IN IT FOR YOU?

You will pick up valuable Governance, Board, Strategy and Not for Profit learning and experience.

You get the opportunity to develop your administrative and organisational skills while contributing to our girl-focussed mission and strategy.

You will develop new skills and gain exposure to the workings of the One Girl Board including the opportunity to attend Board Meetings and Governance Committee Meetings.

You gain access to Governance skill development and attend Board Development Sessions.

You get to contribute directly to making our work better and stronger. We trust you and want to know your feedback and opinions on how to run things smoother.

We're inclusive, positive, supportive, creative, energetic, feminist and more! Most people who join us never want to leave. Seriously.

RESPONSIBILITIES

This role will involve a variety of tasks and responsibilities that will provide assistance to One Girl's Deputy Chair and Company Secretary.

Key responsibilities include:

- Scheduling and coordination of formal Board Meetings, AGM and other Board meetings
- Board minute taking and filing
- Formatting of Board Meeting agendas
- Assistance in completing and submitting governance paperwork
- Assistance in onboarding new Directors
- Supporting the work of the One Girl Board as required

QUALIFICATIONS & SKILLS

You're willing to learn

You know you won't have all the knowledge, experience and skills required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energising.

You're a great communicator

You love engaging people of all ages from all walks of life. It doesn't matter whether you're communicating verbally, over the phone or in writing, your fantastic communication skills means everyone knows exactly what you're talking about.

You've got initiative

You get that things move fast and aren't fazed by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task - you just get it done. You are a positive person that lifts people up.

You're a juggler

You're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce high quality work even when under the pump.

You're agile

You are able to adapt and give any new task a go that comes your way! You are always up for the challenge but you also aren't afraid to ask questions when you need help.

TIME COMMITMENT

This volunteer position would require a time commitment of 3-8 hours per month, partly during non-business hours. Most of the work will need to be done around Board meetings which take place over video conferencing. You are expected to work from home, for now.

We are looking for someone to hit the ground running and start as soon as possible!

Please note, this is an unpaid volunteer position and all One Girl volunteers must have a valid (volunteer) working with children's check.

Sound like the perfect role for you?

To apply, please send a max. one page letter outlining your interest and suitability for the role to Alex Wall, Deputy Chair and Company Secretary at alexandra.redfins@gmail.com. Applications will be reviewed as received with the intention to appoint a suitable candidate as soon as possible.

Please contact Alex if you would like more information about the role.

One Girl is a child safe organisation, so to be accepted for this role you must be willing to have a Working With Children's Check and sign our Child Safeguarding Code of Conduct.

