



Job Description:

Chair: National Adult Leader Training

Role Purpose

To lead, manage and coordinate the effective training and support of the Adult Members of SSA in accordance with the Constitution, Organisational Rules and Policies.

Functions

1. Manage the implementation of the relevant sections of the Adult Support Policy in SSA
 - a. Coordinate, chair and be responsible for the operation of the National Adult Support and Leader Training Teams.
 - b. Monitor the progress (advancement, interest and involvement) of Adult Members, with particular attention to the training and development of Adult Members.
 - c. Attend National and Regional Adult Training events.
 - d. Develop, maintain and assist in the implementation of the SSA Adult Support Policy.
2. Manage National Training events and activities
 - a. Coordinate, monitor, attend to, on all Adult Support Committee Activities to the Chief Commissioner and Exco.
 - b. Facilitate national meetings to coordinate the integration and smooth transition on the programme content between the youth and adults programme content.
3. Monitor and implement training & assessment standards.
 - a. Oversee the preparation, and presentation of training and training materials and assessment of outcomes for Adult Members of SSA.
 - b. Oversee the assessment and granting of recognition of planned training interventions.
 - c. Ensure the identification of adult training needs.
 - d. Develop and implement strategic training interventions to support the Aims of SSA in respect of groups and adult members.
 - e. Identify and coordinate with external experts for the provision of training of the volunteers of SSA.
 - f. Certify trainers for the provision of training in SSA.
 - g. Certify SSA training courses and material.
4. Perform a support, supervisory and leadership role
 - a. Interpret and apply SSA policy and directives related to Adult Leader Training.
 - b. Manage the on-going improvement, development and implementation of the Adult Training Programmes.
 - c. Perform an Individual Performance Review with the RTC Adult Support (Training) in each Region in conjunction with the Regional Commissioner.
5. Perform / implement any project / task / assignment as required by the Chair National Adult Support.
6. Undergo an Individual Performance Review with the Chief Commissioner.

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Accountability & Reporting Structure

Applicable Policies to the Role:	SSA Adult Support Policy
Report to	Organisational Rules
Peers	Chief Commissioner
Manages	Members of SSA Exco
Supports	National Adult Support and Leader Training Teams
	National Adult Support and Leader Training Teams

Delegated Power

1. Certification of Trainers for Adults
2. Certification of Training Material for Adults
3. Certification of Training Courses for Adults
4. Appointment of National Adult Leader Support and Training Team Members

Period of Warrant

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

Appointment Procedure

Process as described in the Adult Support Policy.

Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for:



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