



# Role 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.

To represent the SSA National Adult Leader Training Team on the SSA Management Committee (MANCO).

### 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 Leader Training Committee.
  - 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. Assist in the implementation of the SSA Adult Support Policy.
2. Manage National Training events and activities
  - a. Coordinate, monitor and attend all National Adult Leader Training Team Committee meetings and report on Activities to the Chief Commissioner and MANCO.
  - b. Ensure that opportunities for training are accessible to all members and actively supported in the Regions.
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. Liaise with all MANCO members on content of training material that is relevant to their portfolio
  - c. Certify SSA training courses and material.
  - d. Oversee the assessment of planned training interventions.
  - e. Ensure the identification of adult training needs.
  - f. Develop and implement strategic training interventions to support the Aims of SSA in respect of groups and adult members.
  - g. Identify and coordinate with external experts for the provision of training of the volunteers of SSA.
  - h. Certify trainers for the provision of training in SSA.
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.
5. Have regular meetings with all Regional Team Coordinators: Adult Leader Training to discuss

the successes and challenges in their Region. Perform individual “Moments that Matter” discussions with each RTC: ALT and ensure that similar discussions are held with the members of the National Training Team in each Region.

6. Perform / implement any project / task / assignment as required by the CC. Have regular meeting with the Chief Commissioner to discuss the successes and challenges of Training in the country.
7. Participate in an annual discussion (Moments that Matter) with the Chief Commissioner.
8. Any member of SSA who will be working with youth or young adults has the responsibility to keep children and young people safe from harm.
9. Members need to abide by all POPIA regulations as set out by SSA and as amended from time to time.

## **Accountability & Reporting Structure**

Report to	Chief Commissioner
Peers	Members of SSA MANCO
Manages	RTC: Adult Leader Training
Supports	Regional Adult Leader Training Teams

## **Delegated Authority**

1. Certification of National Adult Leader Training Team Members
2. Certification of Training Material for Adults
3. Certification of Training Courses for Adults
4. Appointment of RTC: Adult Leader Training in conjunction with the RCs

## **Period of Warrant**

5 years renewable for 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 CC the candidate will also be responsible for:



be prepared...