



# Job Description:

## Chair: National Meerkat Programme

### Role Purpose

To lead, manage and coordinate the effective implementation of the Meerkat Programme in SCOUTS South Africa (SSA) in accordance with the Constitution, Organization Rules and Policies.

To ensure that the Meerkat Programme is regularly updated and relevant.

To represent the interests and views of the Meerkat Programme Team at Manco.

### Functions

1. Manage implementation of the Meerkat Programme in SSA:
  - a. Coordinate, chair and be responsible for the operation of the National Meerkat Programme Committee.
  - b. Monitor the progress (advancement, interest and involvement) of Meerkat Members.
  - c. Attend National and Regional Meerkat Programme events.
  - d. Attend the Manco as a Representative of the interests of the Meerkat Programme.
2. Manage National Meerkat events and activities:
  - a. Coordinate, monitor, attend and report on Meerkat Programme activities to the Manco.
  - b. Manage budgets (travel, material development, promotional activities and equipment) for National Meerkat Programme events.
  - c. Perform / implement any project / task / assignment, as required by the Chief Scout or Chief Commissioner.
  - d. Oversee the planning and implementation of National Meerkat events.
3. Monitor training and assessment of standards:
  - a. Manage the training and assessment processes for the Meerkat Advancement Programme.
  - b. Monitor and improve the standards and processes for Meerkat Challenge Awards.
  - c. Contribute to the development and provision of the Training Material for the Adult Support Team for those training modules specifically addressing the Meerkat Programme and the implementation thereof.
4. Perform a support, supervisory and leadership role:
  - a. Recruit, mentor and monitor the members of the National Meerkat Programme Support Team.
  - b. Interpret and apply SSA Policy and Directives related to Meerkat Programmes.
  - c. Manage the on-going improvement, development and implementation of the Meerkat Programmes.

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- d. Perform annual Personal Development Reviews (PDRs) of National Meerkat Programme Committee Members.
5. Perform / implement any project / task / assignment, as required by the Chief Commissioner
6. Undergo an annual PDR with the Chief Commissioner

## **Accountability & Reporting Structure**

Report to:	Chief Commissioner
Peers:	Operational members of Manco.
Manages:	National Meerkat Programme Team Members
Supports:	Meerkat Support Team

## **Delegated Power**

1. Approval of challenge awards applications.
2. Recommendation on Awards /Submissions/Policy relevant to rank.
3. Recommendation of Appointment of Regional Meerkat Team Coordinators

## **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 direct report, the candidate will also be responsible for:



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