



Role Description: Co-Ordinator: National ALT Content Development

Role Purpose

To develop, coordinate and implement course material development and maintenance to enhance training for Adult Leaders of SCOUTS South Africa in accordance with the Constitution, Organisation Rules and Policies by:

- Being a member of the National Adult Leader Support Team.
- Facilitating course material development and maintenance for each branch (meerkat, cub, scout and rover) by responsibly and effectively heading up that branch.
- Accountable for the fulfilment of the responsibilities of ALT Training Content.
- Developing content by networking with Regional ALT teams and Subject Matter Experts to develop content.

Functions

1. Take operational ownership of the course content for the relevant branch and ensure there is a content creation schedule.
2. Researching and sourcing content for up-to-date courseware of adult leader training courses.
3. Repurposing content to fit the additional resources or hand-outs such as video production or social media.
4. Hold regular content team meetings to aid content planning and optimise team efficiency
5. Work to maintain existing content production whilst continuously researching and recommending new avenues for course material
6. Create engaging training course content (videos, quizzes and activities)
7. Review course content to align with branch working kits
8. Undergo an annual "Moments that Matter" with the Chair: ALT
9. Report on all initiatives undertaken in this role
 - a. Quarterly reports for the Chair: ALT
 - b. Any other reports that may be required.

be prepared...

Accountability & Reporting Structure

Report to:	Chair: ALT
Peers:	Training Team Members
Supports	Chair: ALT RTC: ALT

Delegated Power

1. Recommendation of new course content and new course development.
2. Recommendation of policies in respect of support for ALT.

Period of Warrant

3 Years renewable for an additional 2 years.

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: