



Role Description: Co-Ordinator: National ALT Special Projects

Role Purpose

In accordance with the Constitution, Organisation Rules and Policies of SCOUTS South Africa, the role purpose of the National Coordinator Adult Leader Training – Special Projects, is to be:

- a member of the National Adult Leader Support Team and support the Chair: National ALT in developing project plans, reviewing milestones and objectives, and delivering projects on time and within budget.
- the subject matter expert on adult learning / training methods and techniques, and provide specialist input into ALT programmes.
- responsible for assisting with the delivery and implementation of strategic change projects within ALT to ensure SSA Strategic objectives are met.
- accountable for the research and development of ALT Special Projects.

Functions

Special Projects:

1. In consultation with the Chair: National ALT develop a project priority charter.
2. To work with key ALT members to develop robust project plans/deliverables and ensure project aims meet expectations of all parties involved.
3. To liaise with key internal and external stakeholders to identify and define project requirements, scope and objectives; ensuring that requirements are met as the project evolves.
4. To attend National ALT meetings at the request of the Chair: National ALT and provide updates, views and advice where appropriate.

Distance Learning:

1. Assess instructional effectiveness and determine the impact of training on volunteer skills through distance learning.
2. Use known education principles and stay up-to-date on new training methods and techniques for online training.
3. Ensure appropriate training methods or activities are used in the rollout of online training (e.g. simulations, breakaway groups, case studies, etc).
4. Research and recommend new training methods, like gamification

be prepared...

General:

5. Undergo an annual “Moments that Matter” with the Chair: National ALT
6. Report on all initiatives undertaken in this role:
 - a. Quarterly reports for the Chair: ALT
 - b. Any other reports that may be required.

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

2 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: