



Job Description:

RTC : Adult Resources

Role Purpose

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

Functions

1. Ensure the implementation of the Adult Support Policy in SSA
 - a. Monitor and report on the administration of Warrants and Appointments of Adult Members, with particular attention to the issuing, renewal and cancellation of warrants.
 - b. Monitor and report on the progress (advancement, interest and involvement) of Adult Members with particular attention to the recruitment and retention of Members.
 - c. Provide guidance regarding Affiliate Membership at Regional level.
 - d. Develop and maintain liaison with other RTC Adult Resource members in the implementation of the SSA Adult Support Policy.
 - e. Provide assistance to District Teams.
2. Regional Awards
 - a. Encourage the submission of Awards to the Regional Commissioner.
 - b. Ensure timeous processing of Awards to Regional Commissioner.
 - c. Monitor and report progress of Awards in the Region.
3. Perform a support, supervisory and leadership role
 - a. Support and mentor, where necessary, the members of the Region.
 - b. Interpret and apply SSA policy and directives related to Adult Resources.
4. Assist in the on-going review and improvement, development and implementation of OR and Policies with respect to Adult Resources
5. Support the Disciplinary Procedures and Member Code of Conduct.
6. Perform / implement any project / task / assignment as required by the RC or Chair: National Adult Resources.
7. Have a meeting with the RC and Chair: National Adult Resources at least annually, to discuss the successes and challenges in the Region



be prepared...

Accountability & Reporting Structure

Report to

Regional Commissioner
Chair: National Adult Resources

Peers

All RTCs in the region

Manages

National and Regional Team Adult Resource Members in the Region

Supports

District Commissioners and their teams
Adult Members
RC

Delegated Power

1. Recommendation on awards
2. Appointment of Regional Team Members : Adult Resources
3. Advise on Disciplinary and Member Code of Conduct procedures
4. Provision of advice on OR and Policies

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 Adult Support Policy.

Other Agreed Tasks

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



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