

# Provincial Training Adviser

## Position Description

Established September 14, 2016

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### **MISSION**

To be a catalyst for girls empowering girls

### **PURPOSE**

To advise on, support, promote, coordinate, and ensure delivery of training for adult Members and to coordinate learning and developmental opportunities for trainers.

### **ACCOUNTABILITY**

Provincial Council, through the Provincial Member Services Coordinator

### **RESPONSIBILITIES**

- Where applicable in a provincial jurisdiction, is Chair of the Provincial Training Sub-Committee;
- As Chair of the Provincial Training Sub-Committee:
  - Recruits, orients, and mentors members of the sub-committee;
  - Fosters a cooperative, collaborative, and supportive environment with sub-committee members;
  - Ensures that the sub-committee meets on a regular basis and a record of all meetings is maintained;
  - Prepares and monitors the budget for the sub-committee; and,
  - Identifies any personal learning needs that will enhance performance as the Chair of the Training Sub-Committee.
- As a member of the Member Services Committee participates in developing strong collaborative relationships with the PR/Communications Sub-Committee and the Membership Sub-Committee;
- Maintains current knowledge of GGC, its Strategic Plan, and the standards, guidelines, curriculum, and training modalities of GGC training programs for adult Members;
- Consults regularly with trainers and ACLs/Commissioners to address and meet the training needs of adult Members;
- Solicits input from trainers and ACLs/Commissioners to establish a strategy and calendar for the delivery of training sessions for adult Members;
- Ensures the delivery of ongoing and periodic training, as per an annual training calendar;
- Ensures active, ongoing recruitment is undertaken in the Areas/Communities and is available to assist with this when needed;
- Regularly consults with trainers to ensure the maintenance of their trainer qualifications and standards and compliance with the submission of trainer reports;
- Appoints and evaluates trainers or delegates these duties, as appropriate, to the Area/Community level;
- Conducts, and/or assists at training events, as appropriate;
- Responds to issues related to training received from within the Province;
- Promotes a high standard of adult Member training within the Province;
- Remains aware of trends in training and adult education; and,



- Ensures descriptive and timely messaging of all GGC provincial and local training opportunities.

### **QUALIFICATIONS**

- A commitment to and passion for GGC;
- Familiarity with GGC's current National training program;
- Completion of the Safe Guide Training module;
- Ability to source and develop resource training materials;
- Ability to work with a team and independently;
- Ability to chair meetings;
- Ability to solicit, collate, and consolidate opinions and feedback;
- Ability to exercise critical, analytical, and decision focused skills;
- Good writing, communication, listening, and interpersonal skills with ability to communicate effectively via various media sources; and,
- Current appointment as a GGC Trainer would be an asset.

### **TERM**

Three (3) years

