

Provincial Training Adviser

Position Description

Established September 14, 2016

# 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.

NS Specific:

* Monitor the Training budget and approve and sign expense claims as appropriate;
* Liaise with the Area Training Advisers to support the implementation of training for Guiders in their respective areas, champion and advise on training issues and directives that provide key messages;
* Actively participate in Member Services Forum meetings and attend provincial networking Advisory Conferences, submit reports accordingly and bring forward suggestions and proposals.
* Provide written updates for each Provincial Council meeting and an annual report to Member Services Coordinator;
* Ensure an inventory of all equipment belonging to GGC is maintained on file at the Guide office;
* Maintains and monitors, at least 3 times weekly, the Training email and responds in a timely manner;
* When creating and executing Provincial events, adhere to event timeline;
* Complies with all Provincial Processes; and
* Adhere to the Oath of Confidentiality and Code of Conduct of GGC.

# 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

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