

SSVP South Africa - National Development Implementation Officer - East and West Regions Duties and Responsibilities

Revision No 4 - October 2022

Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Search for development officers for all levels of SSVP as agreed with National Council and recruit those most qualified/suitable for the specific roles identified
1,1		Emphasise the need for succession plans for National Council and office bearers throughout SSVP in thought, action and example
2	Appointments	Appoint Development officers as required for SSVP Approved Development Projects to run optimally at:
2,1		National Council
2,2		Central Council
3	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
3,1	Obedience	Adheres to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
3,2	Leadership	The lead role of the National Implementation Officer guides the activities of the Exco and the National Council in NDP project identification and implementation and to nurture and encourage all to take up their roles and responsibilities in the management of SSVP SA. This delegative emphasis is to ensure that the entire national leadership participate and share the workload and grow together to in a Vincentian Spirit. SSVP leadership is the ability of a single individual through his or her example, Christian/Vincentian behaviour and actions to inspire and motivate others to higher levels of shared achievement and personal sanctification.
3,3	Delegation	Delegates required actions to the appropriate SSVP office bearers or members throughout the SSVP structure as and when required to ensure that NDP project implementation is optimised
3,4	Prioritisation	Concentrates on project implementation and associated management actions to ensure that the Society's projects are implemented efficiently
3,5	Spiritual	Adheres to the spiritual requirements set out in "The Rule" in dealings with all office bearers and all members.
3,6	Spiritual	Specific examples to be discussed and agreed with the National Spiritual Guidance Officer
4	National, Central and District Council Management	Facilitate the implementation of the approved objectives of the National Development Plan (NDP) in accordance with the National Council including:
4,1		Provides input into the SSVP yearly national planning diary that schedules the compulsory and recommended activities
4,2		Periodic review of the NDP to ensure that it reflects the current development initiatives of the National Council
4,3		Attend National Council meetings and provide update on the progress of the NDP initiatives and other potential developments
4,4		Periodically attends Central Council Meetings or communicates with office bearers in development related matters and issues
4,5		Periodically attends District Council Meetings or communicates with office bearers in development related matters and issues
4,6		Confirm which development options are to be pursued in the coming year
4,7		Review the progress of the initiatives and identify any corrective actions required
4,8		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
5	Training Management	Meet with the National Training Officer periodically and as required to address strategic and emergency concerns
5,1		Agree any new training modules that are required due to new or updated NDP project implementation
6	Compliance Management	Meet with the National Legal Officer periodically and as required to address strategic and emergency concerns
6,1		Ensure that the SSVP SA "Rule", constitution and development documents are reviewed by the National Legal and Compliance Officer periodically to ensure the Society's compliance with CGI requirements
6,2		Make arrangements to review any identified compliance problems with the SA National Council
7	Innovation and Initiative Planning	Develop Strategies and Initiate Projects that will enhance SSVP SA Operations
7,1		Meet periodically with the National Development Officer to review the SA and International environment for future projects and review the status of current projects
7,2		Meet periodically with the Business and School Twinning Officers explore and identify possible opportunities for new projects that may be beneficial to the Society
7,3		Identify possible initiatives that will enhance SSVP SA and select two or three opportunities to explore in detail
7,4		Draft Preliminary Project Plans based on the agreed optimal opportunities
7,5		Submit the Preliminary Project Plans to the National President for Exco discussion and comment
7,6		Revise the Preliminary Project Plans to "Proposed Project Plans" in line with Exco comment and submit to the National President for Exco inclusion in the Next National Council Meeting for discussion and approval as applicable
7,7		Update the "Proposed Project Plans" in line with National Council comment and revise their status to "Issued for Implementation".
7,8		Issue the "Issued for Implementation" project to the "Implementation Team" and agree the required implementation structure
7,9		Provide written status reports to Exco on all approved projects that have been "Issued for Implementation"
7,10		Update the National Development Plan each year to include new initiatives and remove redundant items
7,11	Partnerships and Networks	Encourage and monitor the building of partnerships and networks through the development and communications officers within parishes and the diocese. Cooperative relationships with other faith groups, civic communities and benefactors to be nurtured to ensure that SSVP highlights the needs of the poor and vulnerable across a widespread of communities.