

SSVP South Africa - National Training Officer		
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 training officers as required by all levels of SSVP to recruit those most qualified/suitable for the specific role
1,1		Emphasise the need for succession plans for training office bearers throughout SSVP in thought, action and example
1,2		Training Officer recruitment campaigns
2	Appointments and Structure	Appoint Training Office Bearers as per "The Rule" throughout SSVP as required for SSVP training programmes to run optimally including:
2,1	Appointments	National Council - In conjunction with National Council Members
2,2	Appointments	Each Central Council in conjunction with Central Council Office Bearers
2,3	Appointments	Each District Council in conjunction with District Council Office Bearers
2,4	Structure	Establish and support national training structure in collaboration with events and activities
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 Training Officer guides the activities of the National Council in training matters, nurtures and encourages trainers at all levels of the SSVP structure to act in accordance with their roles and responsibilities to grow together in the management of SSVP SA. This delegative emphasis is to ensure that the entire training 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 Trainers Officers throughout SSVP structures as and when required to ensure that SSVP training management is optimised
3,4	Prioritisation	Concentrates on the training and associated management actions to ensure that the Societies training processes are in compliance and aligned with SSVP requirements
3,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
3,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
4	National Council Activities	Attend National Council Meetings and support agreed actions
4,1		Participate in the structure and development of the National Council
4,2		Develop training programmes and modules based on all office bearer and member portfolio's
4,3		Provides input to the yearly national planning diary to the National President in October of each year
4,4		Recruitment drive dates and details to be presented/agreed in National Council Meetings
4,5		Provides training schedules throughout SSVP structure via Central and District Councils
5	CGI Management	Ensure that the training requirements for the affiliation of SSVP SA with CGI are in place
5,1		To Communicate periodically with CGI/Africa to ensure alignment with international training requirements
6	Spiritual Management	Meets with the National Spiritual Guidance Officer to agree the years Spiritual activities and requirements including:
6,1		Ensures that Spiritual requirements for all office bearers and members are included in their respective training programmes and modules
6,2		Organise and run Spiritual direction workshops for Central and District Council Training Officers

7	Training Management	Arranges online and/or in person meetings with central and district council training officers a minimum of twice per year to ensure that training module content and presentation are aligned throughout SSVP structures
7,1		Provide input and data to inform the office bearer portfolio based training module content to the training module production/creation/revision as and when required to ensure the training content is aligned with the latest SSVP requirements and in accordance with National Council agreements
7,2		Produce yearly training schedules each September for the following year and disseminate throughout SSVP structures in October and November to ensure that the following years training schedules are known by all SSVP members by December
7,3		Liaise with the relevant SSVP office bearers to ensure that the training schedules are available on all SSVP online sites and facilities by December of each year for the following year
7,4		Coordinate all online and in person training webinars/sessions with the central and district council training officers and facilitators
7,5		Obtains and collates all training statistics across all levels of SSVP and incorporates them into a rolling national training progress report each month
7,6		Issues the latest revision of the rolling progress report each quarter to National Council
7,7		Attends facilitated training sessions/webinars as required/requested to monitor presentation and ensure consistent outcomes
8	Development Management	Meet with the National Development Officer a minimum of twice per year to ensure that training modules are based upon the office bear portfolios
8,1		Confirm which training/development options/standard templates are to be pursued in the coming year
8,2		Review the progress of the initiatives and identify any corrective actions required
8,3		Confirm the required input from other SSVP members and office bearers are required to enable correction actions
8,4	Partnerships Networks and	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.