

SSVP South Africa - International Twinning 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 twinning office bearers throughout SSVP to recruit those most qualified/suitable for the specific role/s they are required for
1,1		Emphasise the need for succession plans for conference office bearers in thought, action and example
2	Appointments	Recommend known suitable twinning office bearers for international twinning and also local business and school twins at all levels of SSVP including:
2,1		National Council
2,2		Central Council
2,3		District Council
2,4		Conferences
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 International Twinning Office Bearer guides the activities of SSVP SA in International Twinning matters, nurtures and encourages members and office bearers at all levels of SSVP. This delegative emphasis is to ensure that the entire leadership participate and share the workload to grow together 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 members and office bearers as and when required to ensure that SSVP International Twinning management is optimised
3,4	Prioritisation	Concentrates on the International Twinning management actions to ensure that the Societies operational and administrative processes are in compliance and aligned with SSVP SA and CGI 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	International and National Management	Coordinates the Vincentian sharing of resources between the well resourced and less well resourced conferences
4,1		Provides Twinning input to the SSVP national planning diary that schedules the compulsory and recommended activities including for the year
4,2		Maintains communications and good working relationship with SSVP Scotland and any other international twinning benefactors
4,3		Maintains SSVP SA database that records all local and international donor and beneficiary conferences and the dates and details of any transactions
4,4		Establishes and maintains a register of all incoming and outgoing communications
4,5		Maintains systematic periodic written and oral communication with the national Treasurer to ensure that all payments are correctly recorded and timeously distributed to all beneficiary conferences
4,6		Maintains systematic periodic written and oral communication between all donor and beneficiary conferences to ensure that all the required acknowledgements and thank you letters are timeously drafted and sent
4,7		Produces a National Twinning Report and issues it to the National President two months before any National Council Meeting and/or when requested by the National Council
4,8		Reviews the self registration/aggregation status of all conferences that are involved in any aspect of twinning and checks/confirms that the details are correct and up to date
5	SA School and Business Twinning Coordination	Coordinates SSVP SA twinning strategy and structure with SA School and Business Twinning Officers
5,1		Agrees combined twinning modus operandi and interface points with applicable school and business twinning office bearers
5,2		Produces an integrated Twinning Proposal in conjunction with school and business twinning office bearers, issues it to National Council for comment and issue the updated and approved document for implementation to all SSVP structures and conferences
5,3		Implements, monitors and updates the SSVP SA twinning operation in accordance with National Council requirements

6	Training Management	Meet and communicate with the SSVP Training Officer/s periodically and as required to address twinning training concerns
6,1		Agree the required training modules to be presented in accordance with NDP approved twinning projects and National and Central Council agreements
7	Compliance Management	Contact the National Legal Officer as required to address any concerns brought to attention of twinning office bearers
7,1		Ensure that the SSVP SA "Rule", constitution and development documents are adhered to in respect of any issues raised
7,2		Make arrangements to review any identified twinning compliance problems
8	Development Management	Meet and communicate with the National development Officer periodically and as required ensure twinning and development initiatives are properly coordinated
8,1		Confirm which twinning development options are to be pursued in the coming year
8,2		Review the progress of the twinning initiatives and identify any corrective actions required
8,3		Confirm the required input from other SSVP members and office bearers are required to enable corrective actions
8,4	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.