

# SSVP South Africa - National School Twinning Officer Duties and Responsibilities

Revision No 4 - October 2022

Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	<b>Appointments</b>	<b>Search for twinning office bearers throughout SSVP to recruit those most qualified/suitable for the specific role/s they are required for</b>
1,1		Emphasise the need for succession plans for conference office bearers in thought, action and example
2	<b>Appointments</b>	<b>Recommend known suitable twinning office bearers for international twinning and also local business and school twins at all levels of SSVP including:</b>
2,1		National Council
2,2		Central Council
2,3		District Council
2,4		Conferences
3	<b>Leadership</b>	<b>Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members</b>
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 School Twinning Office bearer guides the activities of SSVP SA in School Twinning matters, nurtures and encourages members and office bearers at all levels of SSVP. This delagative 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 santification.
3,3	Delegation	Delegates required actions to the appropriate members and office bearers as and when required to ensure that SSVP School Twinning management is optimised
3,4	Prioritisation	Concentrates on the School Twinning management actions to ensure that the Societies school twinning activities are aligned with SSVP SA National Development Plan
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	<b>International and National Management</b>	<b>Coordinates the Vincentian sharing of resources between the well resourced and less well resourced conferences</b>
4,1		Provides School Twinning input to the SSVP national planning diary that schedules the compulsory and recommended activities including for the year
4,2		Produces School Twinning input to National Council Members upon request and for integration into the National Twinning Report two months befor each National Council Meeting
5	<b>SA School and Business Management</b>	<b>Establishes SSVP SA twinning strategy and structure with SA School and Business Twinning Officers</b>
5,1		Agrees combined twinning modus operandi and interface points with applicable 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 approved NDP projects
6	<b>Training Management</b>	<b>Meet and communicate with the SSVP Training Officer/s periodically and as required to address twinning training concerns</b>
6,1		Agree the required training modules to be presented in accordance with National and Central Council agreements
7	<b>Compliance Management</b>	<b>Contact the National Legal Officer as required to address any concerns brought to attention of twinning office bearers</b>
7,1		Ensure that the SSVP SA "Rule", constitution and twinning documents are adhered to in respect of any issues raised
7,2		Make arrangements to review any identified twinning compliance problems
8	<b>Development Management</b>	<b>Meet and communicate with the National development Officer periodically and as required ensure twinning and development initiatives are properly coordinated</b>
8,1		Confirm which development options 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 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 communités.