

District Leader Adult Training Support

RESPONSIBILITIES OF DISTRICT LEADER (ADULT TRAINING SUPPORT)

This position description is based on that for Assistant District Commissioner/District Leader (Adult Training and Development) as contained in the Personnel Committee Handbook. District Leaders are assistants to the District Commissioner, with responsibility and accountability for the quality and delivery of the Section or Specialist program (youth and on-the-job adult training) in their District and its consistency with Branch policy and program standards.

District Leaders are appointed explicitly to assist and support Leaders in Group Sections, to deliver Scouting to achieve that Section's Educational Outcomes.

The focus of a District Leader is securing the growth and development of the Section through "QuEST" - Quality, Empowerment & Enthusiasm, Support and Training of Section Leaders in the District: Q EST with "u" in it!

This is achieved by working with Adult Leaders in the District. The role of District Leaders is that of a Leader of Adults.

District Leaders are also members of the Region Training Council and have a responsibility to contribute to the development of training across the Region and Branch.

1. PRIMARY RESPONSIBILITIES

- Promote and co-ordinate the Adult Training and Development with the District.
- Provide support to the District Commissioner and District Team and develop Personal Leader Advisers (PLAs).
- Monitor training and retention of Adult Leaders in the Movement.

2. ACCOUNTABLE TO:

- District Commissioner, for training promotion and co-ordination.
- Assistant Region Commissioner/Branch Commissioner for Adult Training and Development for training standards, expertise and guidance.
- Adult Leaders in the District, as a contact point for training support.

3. PERSONAL REQUIREMENTS

- Enthusiasm and strong commitment to Scout principles and program.
- Ability to communicate with and motivate adult leaders and to work harmoniously with them.
- Demonstrated understanding of the role and responsibilities of a District Leader (Adult Training Support) and a commitment to that role.
- Preparedness to complete the Basic level of Leader of Adults training with six months of appointment and the Leader of Adults Wood Badge within a further two years.

4. FUNCTIONS

- Co-ordinate, train and support the work of the Personal Leader Advisers (PLAs) of the District, review their work and appointment. Check that every new Leader has a PLA allocated immediately on commencing training and initial competency check.
- Keep training records and identify training needs for all Adult Leaders and assist them to undertake relevant training programs by Training Team, District Section Leaders or outside Scouting. Encourage and support all Adult Leaders to complete Wood Badge training.
- Help and advise Group and Section Leaders, District Staff and District Association to prepare and conduct training activities for all Leaders.
- Actively support the Training Team.
- Promote Adult Training and Development
 - * Individually in conversation
 - * At District and Group meetings
 - * By letter or reminders concerning Basic and Advanced training
 - * By circulars or newsletters.

- Support District Section Leaders by conducting Basic Technical Skills training for Leaders and/or arranging Recognition of Prior Learning in these areas.
- Support District Section Leaders in the inservice training of Adult Leaders.
- Be a member, not the convenor or secretary, of the District personnel Committee, to provide information and expectations of training commitment in adult training and development.
- In conjunction with the District Commissioner or his/her delegated District Leader, monitor adults progress to completion of final coaching and assessment for completion of Woodbadge training.
- Conduct or arrange for certain elective units to be conducted, where the need arises and as approved by the Branch Commissioner for Adult Training and Development.
- Regularly attend Region /Branch training meetings according to Branch practice and maintain a close liaison with the relevant Training Commissioner, to ensure a two-way communication.
- Assist with District events as required.
- Visit Section meetings from time to time, to provide encouragement and assistance to Section leaders and maintain personal awareness of needs in Adult training and elective units