ROLE DESCRIPTION:

COUNTY TRAINING ADMINISTRATION LEAD VOLUNTEER

Role

Identify and organise training opportunities and encourage volunteers to attend. Work to increase trainer numbers within Hertfordshire County and provide support to those undertaking the training process.

Personal qualities

Must be aged over 18. Have good communication, IT and organisational skills. Be able to work as part of a team as well as having the ability to work on own initiative. It would be beneficial if the successful candidate holds the Girlguiding trainer qualification although this is not essential.

Term

Appointed for an initial term of 3 years and may be re-appointed for a further 2 years*****.

Responsible to

The county commissioner

Working with

Other members of the training team
Other county team members
Region training team

Expenses

Claimed from the county treasurer

Responsibilities

General

- Identify county training needs and organise as required
- Support trainers in the county and encourage trainer qualification renewals
- Be an active member of the county team and work collaboratively with all team members.

- Encourage volunteers to attend relevant training
- Support those undertaking the training (BAT) process – provide opportunities for shadowing a training and role visit
- Support the prospective trainers within Hertfordshire county
- Support the appointment of a successor
- Use the county designated email address for correspondence relating to the role.
- Liaise with region learning and development volunteer team leader over any training concerns and areas
- Keep the region trainer qualification coordinator (TQC) up to date with progress of
    - those undertaking the becoming a trainer (BAT) process in the county
    - Prospective trainers in the county

Administration
- Produce a written report for quarterly county trustee meetings.
- Produce a written report for the county annual report and region annual report as requested.
- Produce a yearly budget for approval by the county trustees.
- Provide up to date and timely communication to the county regarding opportunities
- Only store records relating to the role on the county Microsoft Teams system.

Meetings
- Attend trainer support groups as required
- Attend quarterly county operation group (COG) meetings to share and receive information and collectively work together.
- Attend region county advisers for training (CART) meetings (2 virtual, 1 face-to-face) and feedback information to the county team

**Reappointment is not automatic.