



ROLE DESCRIPTION:

COUNTY LEADER IN TRAINING / LDP COORDINATOR

Role

Matching leaders in training with their mentors and providing them with support and training to become unit leaders. Monitoring the progress of leaders in training and verifying LDP completions.

Personal Qualities

To be able to motivate and inspire adult volunteers across the county.

To be flexible with a welcoming approach

To have strong communication skills and to be able to build positive working relationships with others.

To have good IT skills and be confident in accessing Girlguiding platforms

Term

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

Responsible to

Assistant county commissioner – promote and grow team

Working with

Leaders in training and their mentors

Members of the county team

County training administration lead volunteer

District and division commissioners

Expenses

Claimed from county treasurer.

Responsibilities

Coordinate and support leaders in training and their mentors

1. Work with leaders in training and their mentors to ensure compatible links are made
2. Work with local commissioners to encourage unit helpers to embark on the LDP where appropriate
3. Manage a team of volunteer leadership development mentors, maintaining their training and role duration.
4. Support leaders in training to complete their LDP modules and associated learning
5. Liaise with county training administrator to ensure appropriate and relevant training opportunities are provided for leaders in training and their mentors
6. Verify and award LDP completions.

Administration

1. Use the county designated county email address for correspondence relating to the role.
2. Only store records relating to the role on the county Microsoft Teams system.
3. Provide quarterly reports for the county executive meetings and once a year submit a report for inclusion in the county's annual report.
4. Provide an annual budget as requested by the county treasurer for county trustee approval.
5. Attend quarterly county operation team (COT) meetings to share and receive information and collectively work together

*Re-appointment is not automatic.