

[REF-ToR-2023/TD]

Terms of Reference (ToR)

Training Director

Position	Training Director
Type	Volunteer at the National Headquarters
Reporting	Chief Commissioner of the Scout Association of Maldives Closely working with the Deputy Chief Commissioner for Scouting Development, and National Commissioner for Adult Support
Duration	One year (with possible extension)

Position Overview:

The purpose of the Training Director role within the Scout Association of Maldives is to provide visionary leadership in the planning and execution of comprehensive trainings tailored for Adult Members. The Training Director will work closely with the Chief Commissioner and the Deputy Chief Commissioner for Scouting Development, and National Commissioner for Adult Support to identify, address, and elevate the development needs of adult volunteers, ensuring that they are equipped with the knowledge, skills, and motivation necessary to contribute effectively to the mission and values of the Association. By fostering a culture of continuous learning and collaboration, the Training Director will play a pivotal role in empowering Adult Members to deliver high-quality scouting experiences to Youth Members and uphold the principles of leadership, and personal growth within the Scout movement in the Maldives.

Key Responsibilities:

Training Program Execution	<ol style="list-style-type: none"> 1. Develop an annual training calendar (for Adult Members) based on identified needs and priorities and submit to the Chief Commissioner for endorsement from the Scout Executive Committee. 2. Execute trainings according to the annual approved annual training calendar. 3. Upon request of the Chief Commissioner, plan and deliver any additional trainings to Adult Members that may not be on the annual training calendar but required based on needs and requests from Scout Groups.
Team Collaboration	<ol style="list-style-type: none"> 4. Co-lead the National Training Team with the National Commissioner for Adult Support, fostering teamwork and a collaborative environment. 5. Coordinate with the National Training Team to ensure active involvement and contribution.
Quality Assurance	<ol style="list-style-type: none"> 6. Under advisement of the Chief Commissioner, the Deputy Chief Commissioner for Scouting Development, and the National Commissioner for Adult Support, work closely with the designated Training Committee, to maintain high standards of training design, content, delivery, and evaluation. 7. Actively contribute to the continuous development of Adult Members by providing suggestions and recommendations to the Chief Commissioner, the designated training committee and the Adult Support Committee of the Scout Association of Maldives.
Documentation and Reporting	<ol style="list-style-type: none"> 8. Keep accurate records of training activities, attendance, and participant feedback. 9. Provide regular reports to the Chief Commissioner on the progress and impact of training programs.

Core Competencies for all Management Roles of SAM

(As outlined in the SAM Management Organization and Functional Structure document endorsed by the National Scout Council on 9th November 2022.)

Leading the function	
Social Intelligence	Ability to understand different social situations and dynamics. Ability to operate effectively in various social situations.
Strategic thinking	Ability to communicate complex ideas, collaborate with internal and external stakeholders. Ability to build consensus and alignment when working toward shared goals.
Conflict management	Capacity to help others in the ExCo, whether they are fellow leaders or people in other teams/cluster, in avoiding or resolving interpersonal conflicts.
Decision making	Know when to decide by oneself, when to consult with team members or peers and get their opinion on a certain matter, and most importantly, when to take a step back and let others decide.
Change Management	Know how to prepare, support, and guide people through various organizational changes.
Business acumen	Ability to make sound business decisions by combining a number of factors to arrive at the best outcome for a given situation. Ability to focus, understanding of consequences, problem solving and recognizing stakeholder needs
Leading others	
Servant leadership	Ability to focus and support the growth and well-being of other people and the scouting community they serve.
Interpersonal skills	Capable of Active listening, giving, and receiving feedback, verbal / non-verbal communication, problem-solving skills, and teamwork. Ability to communicate effectively – Clearly able to communicate, actively listen to others, and respond with understanding and respect.
Emotional Intelligence	Capable to understand people's emotions and emotional situations. Capacity to understand and manage our own emotions. (Self-awareness, Self-regulation, Motivation, Empathy, Social skills).
Coaching and relationships	Know when to (gently) push someone to go outside their comfort zone, giving useful feedback when necessary, and building and maintaining strong relationships with the people they manage. (Being authentic, having rigor in logic, Altruism).
Inclusiveness	Ability to create an environment in which everybody feels welcome. Treat everyone equally and respectfully. Cultural intelligence: attentive to other cultures and adapt as required. (awareness of biases, effective collaboration).
People Management	Ability to support development of others (coaching, mentoring, etc.) and help optimize their talents to maximize productivity. Inspire others, communicate clearly and lead change. (Flexibility, Feedback, Empathy, Efficiency, Openness, Reflective). Effective delegation: ability to delegate – not just handing over responsibilities but also guiding and supporting people new ways to do the task better than they did in the past if needed at all.
Leading yourself	
Agility	Ability to quickly adapt to rapidly changing circumstances. Have the ability to continually learn, unlearn, and relearn when necessary.

