



## **NSWISA Job Description – Training & Development**

The role of the Training & Development Convenor is to be responsible the coordination & organisation of all training and development throughout the Association.

### **Desirable Attributes:**

The Training & Development Convenor should:

- be a person who is enthusiastic about Training & Development and can sell involvement to others
- be a person who can develop good relationships
- have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers to support T&D
- be someone who is around the Club & Association events- they need to be in touch
- be a regular email user for ease of communication
- have good Excel and Word skills

### **Specific duties include but are not limited to:**

- Evaluate training requirements in conjunction with the Association & Clubs
- Design and assess training programs
- Develop budgets in conjunction with the Treasurer
- Monitor budget vs actuals
- Deliver & oversee the training scheduled
- Compile and present information
- Implement, advise and monitor progress of training and development programs
- Build a network of experts and presenters for training and development programs
- Identify the needs of skaters for training and development