Role of Territorial Learning Pathways Coordinator
Certificate in Community Engagement and Personal Development

The Territorial Learning Pathways Coordinator should be the person in the territory responsible for coordinating training, education and leader development on Community Engagement and Personal Development for officers, employees, volunteers and Salvationists such as an extension training officer, the training/education officer or the human resource development person.

The territorial coordinator:

- Works closely with territorial leadership to ensure that Learning Pathways (LP) is rolled out according to the strategy and structures already in place
- Works closely with the Learning Pathways Zonal Coordinators and main administrator at IHQ and provide the latest student registrations and any updates
- Ensures that the key components of Learning Pathways are in place to support each student, and that each student is assisted in choosing an accountability partner and is assigned to a learning group
- Keeps contact with the learning groups for monitoring of progress and visits them at least once during their learning
- Ensures that students are registered centrally within the territory
- Ensures that students receive access to course materials either electronically or by paper copy in the appropriate language through the LP Administrator at IHQ
- Ensures that students complete the Learning Pathways with confirmation from their accountability partners. Contact the LP Administrator to arrange for a certificate for each student after the whole group has completed the programme
- Provide feedback from students or learning groups to the LP Administrator
- Act as the main contact for any questions that arise from students concerning course requirements and other enquiries
- Checks the Learning Pathways website and announcements regularly
- Ensures that individual support and advice is available for students to achieve their personal goals
- Should be aware of opportunities which exist already within territorial budgets for accessing help and support for achieving any learning goals
- Discusses the possibility of preparing and submitting a project to cover costs linked with organising Learning Pathways capacity building within the context of the territorial budget and strategy
- Ensures that students who have completed the certificate level and have the capacity (and sufficient English language reading and writing skills) to move onto diploma level are invited to participate in the zonal/territorial ‘tools for community engagement’ workshop
- Links with zonal and global coordinator for all matters of a general nature regarding courses and their development.
We are looking for a person who:

- Has some experience in the coordination of educational programmes
- Is willing to complete the Learning Pathways certificate level and subsequent levels and learn all about the material
- Has a passion to build the capacity of others, work with teams and support people in their own development
- Is committed to accompany and support students in their learning
- Is adaptable/flexible in her/his approach to the students
- Is sensitive and able to communicate well and clearly on an individual level
- Is able to analyse and understand a situation when presented with data
- Is willing to go the extra mile for the success of the students.