

Revision date: May 2020

## Training Lead

The Training Lead is responsible for identifying, organising, and promoting training opportunities that support the ongoing development of Kiwiburn volunteers and community members.

This role is a year-round role which requires you to work closely with ExCom, Facilitators, Team Leads, and individual volunteers across multiple departments, as well as community members to identify the training needs of Kiwiburn volunteers and community.

### Key Responsibilities

- Maintain communication and information sharing according to Kiwiburn's [Organisational Structure](#).
- Write an Afterburn report
- Create relevant job process manuals or documentation, and keep Asana tasks updated so someone could run your role in your absence.
- Identify training and development opportunities that suit the needs of Kiwiburn and the wider Kiwiburn community.
- Identify and utilise training providers who best benefit the Kiwiburn community and are aligned with Kiwiburn values
- Coordinate the running of training sessions in collaboration with internal and external stakeholders
- Liaise with individuals to develop their development plan and track progress and achievements
- Determine and report on the effectiveness of any training including seeking feedback from training attendees on the value of the training received.
- Maintain a database for the roles, volunteers and community's personal development including training needs, achievements, qualifications, expiry or renewal dates
- Take part in a performance review process each year.

### Performance Objectives

- Identifying training needs of Kiwiburn volunteers and the wider community
- Coordinate training sessions for Kiwiburn volunteers, the wider Kiwiburn community, and external service providers where relevant
- Take part in performance development after the event
- Write an Afterburn report
- Update Asana tasks as required
- Update documentation and Job Description as required.

### Working Relationships

- ExCom members/Facilitators
- Treasurer
- Event Manager
- Team Leads
- Grant and Funding bodies
- Training providers
- Service Partners (Deep Space, Know Your Stuff, and Consent Guardians)

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- Individual crew/volunteers and members of the community

### **Who to contact for support**

This can be a complex role. As the Training Lead you can approach the Crew Facilitator, Event Manager or Treasurer for general help and guidance, or a specific Team Lead for technical help. Any issues which arise can also be raised in your department meetings, and more volunteers can be assigned to your department by the Crew Facilitator as required if the workload demands it.

You are also able to reach out to Crew Support ([crewsupport@kiwiburn.com](mailto:crewsupport@kiwiburn.com)) anytime, as you need.

### **Time Commitment**

- Year Round: 2 - 3 hours per week
- Onsite: No requirements unless in another position, but active in supporting onsite training opportunities.
- Must be available post event to write Afterburn, do peer review and attend ExCom Summit.

### **Necessary Qualities, Knowledge and Experience**

- Familiarity with the various Kiwiburn teams and their functions.
- Regular access to a computer and internet.
- Strong written communication skills
- Strong organizational skills, ideally with organising workplace training
- Able to work collaboratively in a team with integrity and respect.
- Strong communication skills, especially in an online environment.
- Time management – work planning and ability to stick to deadlines.
- Self directed learner.
- Effective stakeholder management.

### **Desirable Qualities, Knowledge and Experience**

- Relationships with workplace training providers
- Strong budget management skills
- Attention to detail
- Existing relationship/s with Team Leads
- Project management experience.
- Understanding of Te Tiriti o Waitangi (Treaty of Waitangi)
  - Please read these links for more information if you are unsure;  
<https://waitangitribunal.govt.nz/publications-and-resources/school-resources/treaty-past-and-present/section-3/>  
<https://waitangitribunal.govt.nz/treaty-of-waitangi/meaning-of-the-treaty/>
- Strong working knowledge of Google Docs and project management software eg Asana