



Baptist Churches

WESTERN AUSTRALIA

JOB DESCRIPTION

YOUR JOB TITLE: Business Development Officer

YOUR NAME:

LOCATION: Vose Training (NSW – Morling College)

YOUR SUPERVISOR: Director of Vose Training

FTE: 0.6

APPROVED BY: _____

Your Signature

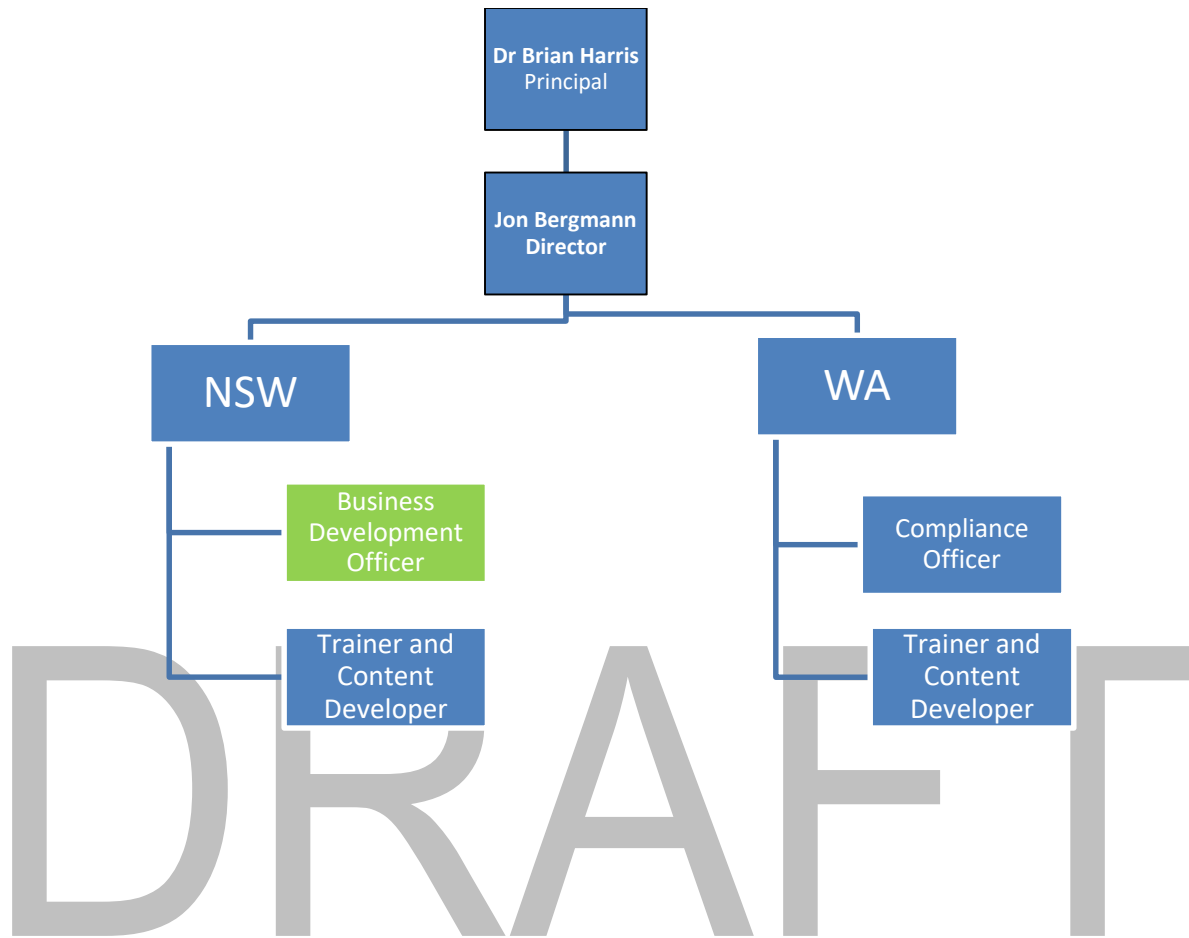
Your Supervisor's Signature

JOB PURPOSE

In a couple of sentences this describes what your job is expected to accomplish. Describing what overall end results are expected from your position and how they contribute to the success of Baptist Churches Western Australia.

This role is a key leadership role and is responsible for the development and implementation of Vose Training courses in New South Wales, in partnership with Morling College. The role includes a high level of networking, liaising with churches, not for profits and other key organisations in order to build up the reputation of Vose Training in NSW, and to generate new student enrolments into all courses. The role will also carry with it a component of content development and training (preferably in the leadership and management department) and will also include a level of leadership in regards to the NSW training team.

ORGANISATION STRUCTURE



JOB RESPONSIBILITIES

List job responsibilities, how you do them and why. Also approximate the amount of time devoted to each major area. List in order of importance.		
WHAT you do	HOW you do it	WHY you do it (expected end result)
Responsible for generating new student enrolments into all Vose Training courses	Liaising with key personnel from churches, not-for-profits, and other organisations. Forming partnerships with key churches and stakeholders	To enable the continual growth and sustainability of the Vose Training program in NSW
Responsible for organising all Vose Training operations in NSW, in partnership with Morling College staff	Working with admin staff at Morling College to organise room allocations, office space and all logistical matters relating to Vose Training operations in NSW	To ensure efficient logistical operations on the ground
Networking with a wide range of churches, not-for-profits, and other organisations with the view of establishing a good reputation for Vose Training	Liaising with key personnel from churches, not-for-profits, and other organisations. Forming partnerships with key churches and stakeholders Participation and presence and major conferences, and stakeholder events throughout the year to promote Vose Training and its courses	To enable the continual growth and sustainability of the Vose Training program in NSW
Managing NSW new student enquiries as relayed by Vose Training admin staff	Via the Vose Training enrolment management process	To ensure all student leads are appropriately followed up, and where possible converted into enrolments
Shared responsibility for the pastoral care of NSW Vose Training student body, in liaison with Morling College.	In consultation with Morling and Vose Training staff	To ensure a healthy a vibrant student body across the campus
Training	Teach minimum of ONE (1) VET class per teaching period, either online or face to face (or a combination), as instructed by the Director of Vose Training.	To enhance the student experience by providing exceptional learning experiences.
Pastoral Care (Students)	Ensure that all students are pastorally cared for to the appropriate degree, in line with Vose's policies and procedures. Foster a strong caring and	To ensure that students have the opportunity to study in a supportive and nurturing environment

	supportive environment in all places that Vose is operational	
Enrolments (Students)	Ensure all student leads (either organic or delegated) are followed up within the appropriate time, and to the appropriate degree.	To ensure all prospective students are given the opportunity to study
Content Development	Online development	To ensure the ongoing quality of all Vose Training products
Meetings	Arrive on time and prepared to all meetings that pertain to your role description, or as directed by your line manager.	To make sure there all tasks are completed effectively and a strong sense of team is fostered
Culture of Innovation	Commit to being part of a strong culture of innovation, where a strong team spirit, a high level of support, and a strong focus on creativity and innovation are nurtured.	To ensure that the organisation is continually thinking about the best ways to move forward, and the best ways to serve our students.
General Administration	<p>Effectively utilise and maintain accurate data management across all internal databases and systems, including Moodle, PowerPro, CMS ensuring that all reports generated by these systems for the purposes of enrolment and compliance are up-to-date and accurate.</p> <p>Contribute to the day-to-day administrative operations of the RTO</p> <p>Professionally represent the Seminary through personal presentation, telephone manner and customer service</p> <p>Welcome all students, visitors and direct those arriving for meetings, where necessary</p> <p>Complete any tasks relevant to ongoing RTO compliance including (but not limited to) results verification, validation, moderation.</p>	To provide a warm, friendly, competent, efficient front of house experience at Vose for all prospective and current students, clients and visitors.

Involvement in community life	<p>Play a critical role in the planning and execution of Seminary events including Open Day, Orientation Day and Commencement and Conferral service.</p> <p>Regular involvement in Chapel, staff prayer and staff meetings</p> <p>Regular involvement in weekly student lunch.</p>	<p>To contribute to fostering a vibrant worshipping and learning community at Vose.</p> <p>To foster strong and positive relationships between faculty and staff and students at Vose.</p> <p>To ensure the public experience of Vose is professional and warm, and supports the vision and mission of the Seminary.</p>
Other	To take any other delegated task whenever required, in consultation with your line manager.	To fulfil needs as they arise

DECISION MAKING AUTHORITY

Authority level of job (by describing decisions that can be made and actions that can be taken).

DECISIONS:

- (a) **Made without referring to Supervisor**
- Networking opportunities and the creation of new student leads
 - Building connection and relationship with a wide range of stakeholders
 - Student enrolment
- (b) **Referred to supervisor for a decision**
- Decisions bearing a financial cost
 - Decisions bearing reputational risk

KNOWLEDGE, SKILLS AND PERSONAL QUALITIES REQUIRED IN JOB

Describe the knowledge, skills and personal qualities required to do the job.

- (a) **Formal education:**
- Certificate IV in TAE (TAE40116)
 - Minimum of a Diploma in either Ministry/Theology or Leadership and Management (or related field)

(b) Work Experience:

- Has relevant experience working and/or training in the VET sector.
- Preferably experience working in church-based ministry

(c) Personal Qualities (e.g. people management, attention to detail)

- Relationship and commitment to The Lord Jesus Christ.
- Agreement with the BCWA Statement of Faith
- Commitment to:
 - BCWA Values, Vision and Mission
 - Effectively serving God in whatever capacity He chooses
 - the leadership, ethos and strategic plan of the BCWA and its departments.
- Initiative in many situations
- High level people and management skills
- Attention to detail
- Ability to remain calm under pressure
- Ability to handle a wide variety of tasks at any point in time
- Ability to work in team and develop unity amongst staff

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