



# Baptist Churches

## WESTERN AUSTRALIA

### JOB DESCRIPTION

**YOUR JOB TITLE:** Training and Development Officer

**YOUR NAME:**

**LOCATION:** Vose Training (WA)

**YOUR SUPERVISOR:** Jon Bergmann (Director of Vose Training)

**FTE:** 0.6

**APPROVED BY:**

\_\_\_\_\_

Your Signature

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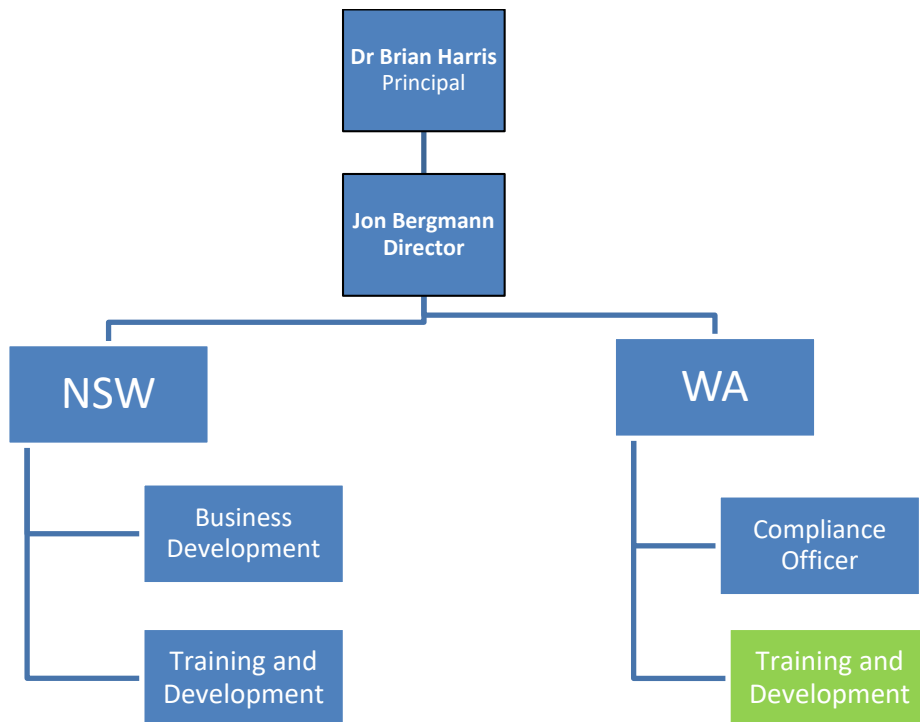
Your Supervisor's Signature

### 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.**

The Training and Development role is critical to the life of the organisation. The key responsibilities of this role include training students across a range of our courses (ministry and theology, leadership and management), in multiple different modes (face-to-face, online and mixed) as well as being responsible for the continual development of both content, and the program itself. People who fulfil this role should possess a good knowledge of the Vocational Education and Training (VET) sector, should be proven and dynamic communicators, and should have the capacity to balance multiple tasks. They should also possess the ability to work with online Learning Management Systems (like Moodle), and have strong interpersonal skills.

# ORGANISATION STRUCTURE



## JOB RESPONSIBILITIES

<b>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.</b>		
<b>WHAT</b> you do	<b>HOW</b> you do it	<b>WHY</b> you do it (expected end result)
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.
Content Development	Work with current unit development schedule to prepare units for online delivery across all VET courses  This includes (but is not limited to): <ul style="list-style-type: none"> <li>- Moodle Template development</li> <li>- Moodle uploading and design</li> <li>- Instructional design</li> <li>- VET compliance</li> <li>- Increasing current usability and functionality</li> <li>- Increasing end-user experience</li> </ul>	Ensure the creation of leading VET online products and increasing Vose's ability to provide online resources nationally
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 supportive environment in all places that Vose is operational	To ensure that students have the opportunity to study in a supportive and nurturing environment
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 Coordination	Supervise the Unit Development timetable as it relates to the development of courses for delivery	To make sure our courses are ready for delivery at the appropriate time.
Online Management	Take responsibility for the quality assurance of all units trained or developed by you.	

	Ensure that all LMS units are set up in accordance with Vose Training's standards, and that all procedures are followed in relation to online engagement, whether relating to training or development	
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	Play a critical role in the planning and execution of Seminary events including Open Day, Orientation Day and	To contribute to fostering a vibrant worshipping and learning community at Vose.

	<p>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 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

<b>Authority level of job <i>(by describing decisions that can be made and actions that can be taken).</i></b>
<p><b>DECISIONS:</b></p> <p><b>(a) Made without referring to Supervisor</b></p> <ul style="list-style-type: none"> <li>a. Inclusion of content into VET course units</li> <li>b. Anything pertaining to the organisation and management of the Unit Development Timetable</li> <li>c. Anything pertaining to Instructional Design or Online usability</li> </ul> <p><b>(b) Referred to supervisor for a decision</b></p> <ul style="list-style-type: none"> <li>a. Structure of units/courses</li> <li>b. Decisions bearing financial cost</li> <li>c. Adding new personnel to the unit development schedule</li> </ul>

## KNOWLEDGE, SKILLS AND PERSONAL QUALITIES REQUIRED IN JOB

<b>Describe the knowledge, skills and personal qualities required to do the job.</b>
<p><b>(a) Formal education:</b></p> <p>Minimum of a Diploma of Ministry/Theology (or related field) Certificate IV in TAE (TAE40116)</p>

**(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