



Position Vacant

# Trainer and Content Developer

Applications are sought for the position of Trainer and Content Developer  
For Vose Seminary NSW Morling campus(o.6 FTE)

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.

**Applicants should provide:**

1. a covering letter
2. a current resume with at least three referees
3. a written response to each of the selection criteria below
4. a current Pastor's reference

Applicants are requested to provide written responses to each of the following selection criteria:

**Essential Criteria:**

1. Strong, warm and professional 'front line' interpersonal skills and presentation.
2. Relevant experience working in the training/VET sector and hold a current Cert IV TAE40116
3. Hold minimum of a Diploma in either Ministry and Theology or Leadership and Management (or related field)
2. High level IT skills including Office Suite and the ability to learn new systems quickly.
3. The ability to carry out a wide variety of tasks and remain calm under pressure.
4. The ability to independently problem solve issues as they arise.

**Desirable Criteria:**

1. Experience working in church based ministry
2. Experience writing curriculum or training programs
3. Experience with PEMS (TAMS), Power Pro or Moodle

Applications close 4:30pm Friday 18th January 2019. Vose reserves the right to appoint this position prior to the closing date.

Please direct all enquiries and completed applications to: Jon Bergmann, Director Vose Training

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Vose Seminary

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