



Position Vacant

Business Development Officer

Applications are sought for the position of Business Development Officer
For Vose Seminary NSW Morling campus (0.6 FTE)

This role 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.

Applicants should provide:

1. a covering letter
2. a current resume with at least three referees including a pastor or minister
3. a written response to each of the selection criteria below

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. Strong interpersonal and networking skills.
3. Demonstrated ability to build and sustain relationships in keeping with a strategy to serve and engage key stakeholders.
4. Relevant experience working in the training/VET sector and hold a current Cert IV TAE40116
5. 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 Monday 22nd April 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

E: office@vose.edu.au

Vose Seminary

P: 6313 6200

E: office@vose.edu.au

W: www.vose.edu.au

exceptional learning experiences