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| Position Description *(Team member)* |
| **Our Vision:** To see God glorified by men and women living for and proclaiming Jesus Christ, growing healthy churches and reaching the lost.**Our Mission:** to provide excellent evangelical theological education. |
| **Position Title:** | Partner Support & Training Officer – Centre for Global Mission (CGM) |
| **Industrial Instrument and classification:** | Educational Services (Post-Secondary) Award, level 4 |
| **Reports to:** | Director of CGM  |
| **Employment status:**  | Part time 16 hours/week |
| **Primary Purpose of Position:** | To provide support and training for CGM partners and to provide administrative support for the Centre for Global Mission.  |
| **Special tools/equipment or conditions:** | General office equipment, remote desktop accessMoodle & SIS  |
| **Relationships:**  | **Internal:** IT teamRegistrar’s team Marketing team Operations Team |
| **External:** CGM Partners Potential partners and enquiries  |
| Selection Criteria  |
| **Essential:** * Proficiency in MS Office and database systems e.g. learning management systems
* Experience in client support and training
* Experience in designing and delivering online training in systems
* Excellent verbal and written communication skills
* Strong administrative skills
* Ability to work independently within a team environment
* Attention to detail
* Ability to support and promote the Christian Vision, Mission and Values of Moore College
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| **Desirable Criteria:*** Experience with not-for-profit sector
* Experience with Moodle and records management systems
* Experience in cross cultural communication
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| Acknowledgement |
| **I understand and accept the responsibilities as outlined in this position description.** |
| Employee Name |  |
| Signature |  |
| Date |  |

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| Key Accountabilities |
| **Key Performance Area** | **Key Tasks** | **Performance Indicators** |
| **Quality** |
| **Liaise with CGM Partners and enquiries** | * Understanding of CGM Partners; including key personnel, location and details of partnership
* Management of the CGM Demonstration Moodle & SIS (Student Database)
* Oversight of the CGM Partners’ Moodle and SIS
 | * Demonstrated understanding of the specifics of CGM Partnerships
* CGM Partners satisfied that their requests have been answered
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| **Influence** |
| **Internal Communication** | * Ensure that relevant information regarding CGM matters, plans or issues are effectively communicated to key stakeholders, including faculty and staff.
 | * Stakeholders are kept informed
* Decisions are communicated to relevant stakeholders as soon as practicable.
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| **Cross unit cooperation**  | * Collaborate with other departments as required.
* Provide information to other departments as required.
* As required, assist CGM Director in communicating team issues, needs or plans with other departments in a timely manner to ensure any potential impacts have been considered or planned for
 | * Information is provided accurately and in a timely manner.
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| **Capacity** |
| **CGM IT platforms** | * Liaise with CGM Partners
* Prepare Moodle & Database for partner use, including training manuals
* Provide training to CGM Partners’ administrative personnel
* Provide ongoing support to CGM Partners’ administrative personnel
 | * Training manuals and supporting videos available to CGM Partners when needed
* CGM Partners have adequate training and access to CGM IT platforms
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| **Sustainability** |
| **Administration** | * Administration tasks as required to support CGM and CGM Director including
* Partner liaison
* CGM general administration
* Responding to new Partner enquiries
* Preparation for CGM yearly event
 | * Prompt response to partner queries
* Prompt response to new partner enquiries
* Smooth running of event
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| **Other**  | * Undertake other duties as required by the supervisor
 | * As required
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| **General**  |
| **Community**  | * Demonstration of the College’s values
* Make a positive contribution to the College culture
* Assist and cooperate with other teams
* Encourage teamwork and foster good communication.
 | * Participation in team and staff meetings
* Contributes to the College culture
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| **Risk and Compliance**  | * Compliance with WHS legislation, policy and Procedures
* Participate in, promote and raise awareness of WHS in the College community.
* Contribute to the maintenance of a safe, clean environment in the College community.
* Ensures compliance with College policies and procedures, applicable legislation and regulatory frameworks.
* Manages risk appropriately in all work activities.
 | * Evidence of participation in WHS activities, e.g. training.
* Evidence of risk management in work activities.
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| **Professional Development** | * Maintain current competencies.
* Attend internal and external training as required.
* Participate in the annual performance review
 | * Competencies remain up to date.
* Evidence of participation in internal and external training.
* Performance reviews are completed annually
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