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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 access  Moodle & SIS |
| **Relationships:** | | **Internal:**  IT team  Registrar’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 | | |
| **Desirable Criteria:**   * Experience with not-for-profit sector * Experience with Moodle and records management systems * Experience in cross cultural communication | | |
| 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 |
| **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. |
| **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. |
| **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 |
| **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 |
| **Other** | * Undertake other duties as required by the supervisor | * As required |
| **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 |
| **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. |
| **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 |