

MTS VIC Events and Executive Assistant to the Director of Partnerships

Job Title:	MTS Vic Events and Executive Assistant to the Director of Partnerships
Job Type:	15-22.5 hours per week (2-3 days)
Location:	Melbourne
Reports To:	MTS Director of Partnerships
Hours of Work:	Office hours are 9:00am to 5.00pm, although flexibility will be important in the role. A time in lieu system operates to compensate for out of hours work
Remuneration:	Salary commensurable with experience

Organisation Context:

The Vision of MTS is:

‘To (prayerfully) win the world for Christ by multiplying Gospel Workers through ministry apprenticeships.’

The Mission of MTS is:

‘To raise up, train and resource MTS Trainers, as they multiply Gospel Workers through ministry apprenticeships.’

The Mission Objectives of MTS are:

1. Recruit and grow number of active Trainers
2. Equip and help Trainers to Recruit Apprentices
3. Equip and help Trainers to Train Apprentices
4. Retain and Grow (Develop) Trainers to be Entrusters
5. Develop indigenous MTS movements Internationally

MTS is a multi-denominational ministry working across Australia and the world.

Position Context

The Ministry Training Strategy (MTS) is a cross denominational evangelical ministry committed to multiplying Gospel workers through ministry apprenticeships. Ministry Training Strategy recruits and trains ministry apprentices in every state and territory of Australia.

We are seeking an enthusiastic, innovative team player who can use their God given administration gifts to provide executive support to the Director of Partnership and oversee Victorian events.

Responsibilities

1. **End to end management and logistics for MTS' Victorian based events, including but not limited to;**
 - MTS Recruit Victoria
 - MTS Challenge
 - Assisting with the logistics of organising events
 - Assisting with the marketing and communication of events
 - Promoting and enabling volunteer teams and committees
 - Maintenance of volunteering database
 - Recruitment of suitable volunteers

2. **Project Management and support of MTS Director of Partnerships**
 - Management of systems and processes to ensure delivery of MTS partnership projects and relationships
 - General administrative support for MTS Director of Partnerships and the partnerships team as required.

3. **Provide organisational support to the MTS Vic Network Committee, including;**
 - Assisting with the logistics of organising events
 - Assisting with the marketing and communication of events
 - Promoting and enabling volunteer teams and committees
 - Maintenance of volunteering database
 - Recruitment of suitable volunteers

Essential Attributes:

- Affirmation of the MTS Conviction Statement - <https://mts.com.au/about/mts-convictions-statement/>
- Demonstrated long-term commitment to living out the Great Commission of Jesus, that is, to make and grow disciples of Christ (Matt 28:18-20)
- A high proficiency in computer skills (including using cloud-based storage, systems, Facebook content and learning new applications).
- Proficiency in Google Drive software, MS Office 365
- Good organisation and time management skills
- Detail-oriented & able to work independently
- Project management skills and utilizing project management software.

Desirable Attributes:

- Relational and Enthusiastic
- Demonstrates the ability to bring people alongside them
- Basic audio & video editing ability
- Excellent written & oral communication skills
- Understanding of basic graphic design software (e.g. Canva)

Direct reporting:

MTS Director of Partnerships

Key Relationships:

MTS National Director

Ministry Training Strategy



MTS Directors and staff
MTS Event Co-ordinator

Signed:

Staff Member

MTS National Director

Date:

Staff Member

MTS National Director

Appendix A

The MTS Limited staff team plays a unique role in the movement.

In 2020 we as a team documented both “Why we exist” and the behaviours we expect from one another. We wanted to be clear about the MTS Head Office Team’s purpose and culture.

The table below appears at the top of every fortnightly MTS Staff Team Meeting Agenda. We read it out loud and discuss it every time we meet. It is a living document and it helps the team to avoid unnecessary conflict and confusion.

<u>Why do we exist as a Team?</u>	<u>What behaviours do we expect of one another?</u>
<p>We are a team of Christians to whom God has given specific gifts to enable us to work together to win the World for Christ by:</p> <ul style="list-style-type: none">• Challenging• Equipping, and• Helping	<ul style="list-style-type: none">• We bring everything to God in prayer (in meetings & informally)• We articulate the ‘why’ of each decision• We consider the ‘implications’ of each decision• We celebrate the big and little wins• We act honestly, respectfully and with integrity because we are accountable to God

Ministry Training Strategy



Christian Leaders to raise up Christian Leaders

- We constantly review and learn from each other and the outside world
- We communicate our expectations
- We maximise collaboration
- We deliver on our commitments
- We celebrate our team's diversity of spiritual gifts that we use for the glory of God
- We build volunteer teams
- We live and breathe the 2 Tim 2:2 mindset so that we inspire all Christian leaders we interact with to do the same
- We accept our frailty
- We offer grace, forgiveness and help to one another