

MTS Director of Training Position Description

Job Title:	MTS Director of Training
Job Type:	Full time
Location:	Level 5, 34 Macmahon St, Hurstville, NSW
Reports To:	MTS National Director
Direct Reports:	Events Coordinator
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:	Negotiable ¹
Intended Start Date:	January – March 2022 (negotiable)

Organisation and Position Context:

MTS is a multidenominational evangelical organisation that, under God, is seeking to change the world. MTS multiplies Gospel workers through ministry apprenticeships. MTS has trained over 3,200 apprentices since 1978 and wants to accelerate the pace. Our Trainers are mission critical to recruiting Gospel workers.

The Vision of MTS is:

‘To 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 believes that MTS Trainers are mission critical to reaching Australia (& the nations) with the Gospel of the Lord Jesus Christ, because they pray Matthew 9:38 prayers and devote themselves to the 2 Timothy 2:2 work of entrusting the Gospel to reliable people who are able to teach others. MTS Trainers are the hub of the MTS movement.

The Director of Training will be an enthusiastic, mission-minded and theologically trained person, who prayerfully devotes themselves to bringing the MTS Vision and Mission to fruition.

Working closely with the National Director, the Director of Training will build volunteer teams to oversee all the activities that “help MTS Trainers do what they do”.

The Director of Training is responsible for the quality of ministry training delivered by MTS’ Trainers to MTS’ Apprentices.

The Director of Training will have a unique opportunity to mould the character, skills and style of Christian leaders that will be produced in Australia, and beyond, for generations to come.

¹ MTS ordinarily uses the “Anglican Diocese of Sydney Remuneration Guidelines” to set remuneration levels for the religious practitioners it employs.

The Director of Training will be classified as a 'Religious Practitioner' by the ATO.

Role Purpose:

The MTS Director of Training will focus their energy primarily on the first three MTS Mission Objectives:

1. Recruit and grow number of active Trainers
2. Equip and help Trainers to Recruit Apprentices
3. Equip and help Trainers to Train Apprentices.

Key Responsibilities:

Listed below are the key responsibilities of the Director of Training designed to fulfil the above-mentioned purpose(s).

1. **Build Teams:** Create, equip and envision teams of gifted volunteers
 - MTS currently has two large volunteer teams that run MTS Recruit and the MTS G8 Trainer & Apprentice Conference. These teams comprise Senior Ministers, Assistant Ministers, Theological College Students, Ministry Apprentices, lay congregation members.
 - Volunteer teams engage more people in Gospel Ministry, provide great training to the next generation, increase the work output, grow the ministry but most importantly increase the quality of every activity they oversee.
 - Volunteer teams made of Christian leaders stop activities feeling like they're organised by a "head office".
 - MTS has been blessed by God in that more than 3,200 have completed a ministry apprenticeship, in Australia alone, since 1978. A good proportion of those people volunteer their L-I-F-E to grow the MTS movement (Labour, Influence, Finances & Expertise).
 - The Director of Training needs to constantly "build teams" to fulfil the vision and mission of MTS.
2. Oversee and coordinate the annual **MTS G8 Trainer and Apprentice Conference** (3rd week of January)
 - Lead and ensure the smooth running of the "G8 Conference Committee" volunteer team.
 - Be the "custodian of culture" for the conference. Make sure that the vision of the conference does not "leak".
 - Ensure that the conference achieves all the goals set out in its Vision and Mission statement.
 - Oversee conference continuous improvement.
3. Oversee and coordinate the annual **MTS Leaders Training Day** (July 2022)
 - Lead and ensure the smooth running of the "Training Day" volunteer team.
 - Make sure that the vision of the Leaders Training Day is communicated and executed on the day.
 - Oversee Leaders Training Day continuous improvement inline with its goals and vision.
4. Coordinate with other external (non-MTS) events which have an MTS component as part of their program. For example, the annual "Reach Australia" conference.
 - a. Create and execute training at the event in line with the event's program and goals.
5. Oversee and Coordinate **MTS Info Nights** globally
 - In consultation with the MTS National Director, build an "MTS Info Nights" volunteer team.
 - Write an "MTS Info Nights" Vision and Mission statement.

- Review and improve the existing “MTS Info Nights” templates so that the number of events run annually are scalable.
 - Goal: 100 MTS Info Nights in Australia annually by 2024.
- Oversee continuous improvement.

6. Oversee and coordinate the activities associated with the “Training of Trainers”

MTS has a suite of activities that are designed to “train trainers”. Some activities are free standing (e.g. Onboarding of Trainers) and some occur as part of another event (e.g. there is a “Train the Trainer” strand at the G8 Conference).

Again, it would be best if teams were built to run each activity.

The “train the trainer” activities are:

- Onboarding of Trainers – one to one orientation meeting
- Resourcing Trainers – with whatever they need e.g. an experienced Coach, a one off consultation
 - The Director of Training needs to schedule a regular “training needs analysis” of trainers and develop and supply resources to fill what is lacking.
- “Ministry Grid” Resources. Ministry Grid is an online learning management system (LMS)
 - For training trainers
 - For training prospective trainers
 - For training theological college students – Passing the Baton Workshops
 - For training apprentices
 - For training potential apprentices
 - For training Church Councils to run MTS
- G8 Conference – see above
- MTS Recruit – create and provide all resources for trainers at this event i.e.:
 - Peer Group Leader Training
 - Mentoring Training
- MTS Info Nights – see above
- “6 Steps to Apprenticeship” Consulting – helping Church Pastors and Church/Campus councils create a long term apprentice recruiting & training culture.

7. Provide wise counsel and assistance to the MTS National Director

The Director of Training will provide wise counsel for the following.

- “Kingdom Partner” meetings: MTS works with a large number of Churches, Denominations and Partner Organisations. A number of key partners have “Kingdom Partner” meetings happening quarterly or monthly designed to multiply Gospel workers through ministry apprenticeships together.
- The Network Trios Conference – the annual gathering of MTS Network Coordinators Australia wide.
- Work with the MTS international movement as required by the National Director

Essential Attributes

- Commitment to the MTS Conviction Statement - <https://mts.com.au/about/mts-convictions-statement/>²
- 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)
- Has in depth knowledge of the MTS organisation
- Has the DNA of a trainer - in all of life: at home, at church, at work

² Successful applicant will be required to sign a copy of the MTS Convictions Statement

- Can demonstrate Bible teaching which is consistent with MTS Vision & Mission
- Have trained one or more MTS Apprentices
- Qualifications in an appropriate theology degree which has a reformed evangelical basis
- Skilled Small Team Manager - able to build, envision and equip teams, be they employees or volunteers
- Experience in pastoral ministry
- A highly motivated and self-directed person who will develop efficient systems and manage a variety of projects
- Skilled interpersonal communicator in both written and verbal form.
- A current Drivers Licence

Desirable Attributes

- Experience with organisational systems and procedures
- Experience in directing Conferences/Camps
- Experience in developing ministry or other training resources/curricula
- Experience in fundraising
- Experience and knowledge of coaching
- Certificate IV in Training and Assessment
- Demonstrated skills in financial management and reporting (budgeting, tracking expenditure)
- Entrepreneurial; able to identify opportunities to grow MTS and act on them.

Direct reporting:

MTS National Director

Direct Reports:

Events Co-ordinator

Contractors as and when required

Volunteers on Committees

Key Relationships:

MTS Executive Assistant

MTS Director of Operations and Pastoral Development

MTS Registrar

MTS Victoria Partnership Developer

MTS Major Gifts Coordinator

MTS Communications Officer

Network Coordinators

Key Documents:

MTS Towards 2022 Strategic Plan

Appendix

The MTS Ltd Head Office team plays a unique role in the movement.

In 2020 we as a team documented both “Why we exist” and also 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 <p>Christian Leaders to raise up Christian Leaders</p>	<ul style="list-style-type: none">• We bring everything to God in prayer• We think about the ‘why’ of each decision• We think about the ‘implications’ of each decision• We celebrate the big and little wins• We are accountable to God and therefore act honestly, respectfully and with integrity• We have a culture of constantly reviewing and learning from each other and the outside world• We work hard to communicate our expectations so as to avoid conflict.• We strive to deliver on our commitments• We celebrate our teams diversity of spiritual gifts for the glory of God