

MTS Partnerships Administration Support Position Description

Job Title:	MTS Partnerships Administration Support
Job Type:	Permanent Part Time – 24 hours per week
Location:	Level 5, 34 Macmahon St, Hurstville, NSW
Reports To:	MTS Director of Partnerships
Direct Reports:	
Hours of Work:	Office hours are 8.30am to 5pm. Hybrid work option considered. Flexibility will be important in the role. A time in lieu system operates to compensate for out of hours work
Remuneration:	Competitive salary commensurate with experience
Start Date:	Negotiable

ABOUT US.

MTS is a multi-denominational evangelical organisation that is evangelistic at its heart.

Our Vision:

'To win the world for Christ by multiplying Gospel Workers through ministry apprenticeships.'

Our Mission:

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

POSITION BACKGROUND & VISION.

To reach our nation and the world for Christ we need to see churches, colleges, para-church organisations and denominations growing an increasing number of mature disciples who present and proclaim Jesus to the people around them. To do that we need to raise up godly and gifted gospel workers who can disciple, lead, teach and train the saints for the mission. That's why MTS has been focused on partnering with the local church and other gospel minded organisations to *"...multiply gospel workers through ministry apprenticeships"*. Since our inception in 1978, we have seen over 3,500 men and women complete ministry apprenticeships with over 1,250 of them now in vocational gospel work. However, if we are going to see Australia won for Christ, we need to raise up many more people for ministry now and into the future.

POSITION PURPOSE.

The *MTS Partnerships Administration Support* person will play a key role in facilitating this vision as part of our growing partnership developer team. Through assisting and enabling our Partnership Developer Team; you will play your part in the growing of the MTS movement which will multiply the number of apprentices over the next three years, and into the future.

POSITION RESPONSIBILITIES:

1. **Partnership Developer Team building**
 1. Administration support towards recruiting, appointment and onboarding of candidates to MTS Partnership Developer roles in networks across the nation.
(NB: It is expected that there will be 9 x MTS Partnership Developer roles recruited and appointed by 2025.)
2. **Support Raising Administration**
 1. Administration support for Partnership Developer team in raising self-funded support.
 2. Review and reporting progress of each Partnership Developer's support raised towards their Annual Support Raising Targets.
 3. Maintenance of timely and accurate donor and supporter records.
3. **Partnership Development Administration Support**
 1. General administrative support for MTS Director of Partnerships and Partnership Developers as they engage with and build partnerships between MTS and other ministry training organizations.
4. **MTS Events administration support**
 1. Support for **MTS Director of Partnerships** and **MTS Partnership Developers** as they mobilise and run MTS Info Nights and 6 Steps Workshops.
 1. Assisting with the logistics of organizing events, which may include but is not limited to:
 1. Liaising with venues, speakers/presenters, delegates, Event Committee members, Apprentices & Trainers
 2. Scheduling meetings, writing agendas, minute taking, following up from meetings
 3. Liaising with graphic artists for designing of event material
 4. Creation of Conference booklets and other printed material
 5. Liaising with printers for the printing of flyers, booklets and other event related material
 6. Managing event registration via eventbrite, cognito forms or other event management/form builder platforms
 7. Preparing slide presentations for events
 8. Organising recording of all talks, presentations, and resources presented at MTS events
 9. Video editing of talks, workshops and presentations delivered at events for distribution
 10. Liaising with photographers & videographers
5. **Event Marketing & Communications**
 1. Electronic Direct Mail (EDM) creation, assist with the design and execution for some events using Campaign Monitor Track open rates, update data base lists for potential attendees, maintain and update subscriber lists.
 2. Creation of event flyers and other marketing material.
 3. Organising for photographs and video to be taken at events so that they can be used for future promotion.

Ministry Training Strategy



You will be someone who is enthusiastic about that vision, committed to growing in your love of Christ, and living out the Great Commission (Matthew 28:18-20).

Essential:

You will also be someone who:

- Is self-aware, relational and loves enabling people to fulfil their role.
- loves working in a team, but can also work independently.
- is able to plan, problem solve and implement Key Strategies.
- can bring existing plans to fruition.
- Is a quick learner and can manage change.
- is detail orientated.
- Has a high proficiency in computer skills (including using cloud-based storage, systems, Facebook content and learning new applications).
- Proficiency in MS Office and MS Word and Excell and Google Docs
- Good organization and time management skills

Desirable:

- Has been part of a growing team.
- Is gifted in administration
- Has experience in organizing and advertising small events
- Experience in CRM database systems (e.g Elvanto, Church Community Builder)
- Experience in EDM (Electronic Direct Mail) systems
- Moderate skill in using Canva, and other design software
- can affirm the MTS Conviction Statement - <https://mts.com.au/about/mts-convictions-statement/>

Direct reporting:

MTS Director of Partnerships

Key Relationships:

MTS National Director

MTS Directors

MTS Staff

Financial Supporters

Partner Organisations

Signed:

MTS National Director

Staff Member_____

Date:

Staff Member

MTS National Director

Appendix

Ministry Training Strategy



The MTS Limited Head Office 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</u>	<u>What behaviours do we expect of one another?</u>
<u>Team?</u> 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: <ul style="list-style-type: none">• Challenging• Equipping, and• Helping Christian Leaders to raise up Christian Leaders	<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 to avoid conflict.• We strive to deliver on our commitments• We celebrate our teams diversity of spiritual gifts for the glory of God