

MTS People & Strategy Manager

Position Description

Title:	<i>MTS People & Strategy Manager</i>
Position:	Full time (5 days per week)
Location:	Level 5, 34 Macmahon Street, Hurstville, NSW.
Reports To:	MTS National Director

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 the number of active Trainers
2. Equip Trainers to Recruit Apprentices
3. Equip 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.

We are seeking a strategic, innovative and personable team player who can use their God given gifts to provide strategic oversight and management within the MTS staff team.

Responsibilities

1. Planning and Implementing the MTS Organisational Structure.

- Overseeing and identifying structural issues and inefficiencies within the staff team, committees and ministry partners.
- Making recommendations to the National Director/ MTS Directors about the MTS organisational chart.
- Strategic planning and oversight of the MTS organisational chart.

2. Strategic Oversight of Staff Meetings

- Strategic oversight and planning of staff meetings.
- Chairing and leading staff meetings as required.

3. Gathering and Mobilising of MTS Directors

- Strategic planning of MTS Director's meetings.
- Identifying and solving problems for MTS Director's.
- Providing strategic advice to MTS National Director and Directors.
- Facilitate MTS Directors coming together to discuss and solve problems.
- Liaising between MTS Directors.
- Assisting MTS Directors with strategic allocation of resources (staffing, volunteers and financial)

4. Staff Management and Internal Communications

- Strategic oversight and planning for *MTS Staff Quarterly Planning Days* and *Annual Staff Retreat*
- Rallying and influencing the MTS staff team behind the MTS mission and goals.
- Being aware of any staff needs, proactively identifying any issues and mobilizing Directors to solve them.
- Liaising with MTS National Director/Directors on behalf of staff as required.
- Overseeing synergy and communication between Executive Assistants, Personal Assistants and Ministry Administrator.

5. Human Resources Management

- Strategic oversight and planning for the recruitment of MTS Staff positions.
- Responsible for the creation and revision of position descriptions.
- Strategic oversight in the process of hiring (working with the Ministry Administrator)
- Oversight of financial resources allocated toward staff and contractors (in consultation with the Director of Operations and Pastoral Development).
- Succession planning for MTS Staff positions.

6. MTS External Communications

- Oversight of MTS Communications.
- Keeping the MTS Staff team and Directors accountable with MTS messaging.
- Liaising with Crossbeam Communications as required.
- Strategic planning for the recruitment of in-house communications/marketing roles.

Ministry Training Strategy



Qualifications and Skills

Essential

- Ascent to the MTS Conviction Statement (<https://mts.com.au/about/mts-convictions-statement/>)
- Ability to influence and motivate staff.
- High level of strategic thinking and intuition.
- Ability to identify and solve problems within an organization.
- Excellent communication skills.
- Interpersonally gifted.
- High level of general administration skills.

Desirable

- Advanced level of IT skills.

Key Interfaces:

MTS National Director, MTS Directors, EA to the National Director, MTS Ministry Administrator, MTS Staff, MTS Board, CEOs of partner organisations

Signed:

Staff Member

National Director

Date:

Staff Member

National Director