**MTS Registrar**

**Position Description**

**Title:** MTS Registrar  
**Position:** Full Time Position – 37.5 hrs per week

**Location:** 5.04, 34 Macmahon Street, Hurstville, NSW 2220

**Report To:** MTS Director of Operations & Pastoral Development

**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 ours work.

**Our Vision:**

*‘Multiplying Gospel Workers through ministry apprenticeships.’*

**The Purpose of MTS HQ**

*Our purpose is to grow a movement of healthy, Gospel Ministry Trainers.*

**The Mission of MTS HQ**

*‘To raise up, train and resource MTS Trainers through formation and fellowship.’*

The MTS Registrar will be employed as a ***Religious Practitioner***.

**Role Purpose:**

The purpose of the role of MTS Registrar is to provide pastoral care and administrative support to MTS Apprentices, MTS Trainers and Training Centres. Reporting to the MTS Director of Operations & Pastoral Development, the MTS Registrar will provide a high quality of service delivery to all stakeholders.

**Responsibilities and Duties:**

The MTS Registrar will be responsible for the following:

1. **Pastoral Care and Communication**

* Provide support to MTS Apprentices and Trainers in accordance with the MTS Pastoral Care Framework.
* Oversee 6-monthly qualitative survey of apprentices and follow up where necessary. Follow up to include, but not limited to: collation of feedback by apprentices on their apprenticeship experience; collation of feedback by Trainers on their scheduling of work on the MTS Curriculum learning objectives, with their apprentice.
* Develop and maintain a pastoral care and communication strategy for re-engaging former MTS Trainers.
* These Pastoral Care and Communication responsibilities are shared between the Registrar, Director of Training, and Director of Operations and Pastoral Development.

1. **Support for MTS Apprentices and MTS Trainers**
   * Provide advice and support to MTS Apprentices and MTS Trainers with the following but not limited to:
     1. Choosing a suitable apprenticeship pathway
     2. Submitting applications
     3. Applying for Centrelink benefits
     4. Shaping of scholarship payments.
   * Communicate and educate MTS Apprentices and MTS Trainers on scholarship extensions whilst studying at theological college.
   * Communicate and educate MTS Apprentices and MTS Trainers about the benefits of tax deductibility within the MTS scholarship fund.
2. **Apprenticeship Documentation Control**

* Oversee receipt, processing and maintenance of MTS Apprenticeship documentation and records. This will be done primarily through the ‘Folio’ CRM system and will include but is not limited to the following:
  + Available MTS Apprenticeship Notices (including advertisement on MTS website)
  + MTS Apprenticeship Applications
  + Variations to MTS Scholarship Apprenticeship details
  + MTS Apprenticeship enquiries
  + Customised onboarding documentation to apprentices and their trainer/s
* This responsibility is shared between the Registrar, Operations Administrator and Director of Operations and Pastoral Development.

1. **Theological and Ministry Training Resources**

* Assist the National Director and Director of Training in co-authoring theological articles as directed.
* Collaborate with the Director of Training to create and update the training modules used within the Trainer Formation Journey as directed.
* Collaborate with the Director of Training and volunteers to create and maintain training resources as directed.

1. **MTS Administration Support**
   * Attend conferences and events that support the effective functioning of MTS: such as AFES-NTE and G8 (as directed).
   * Provide secondary authorisation for MTS payments as directed.

**Qualifications and Skills:**

**Essential**

* A passion for seeing people come to know and love Jesus Christ
* A mature Christian faith and active service in a Christian church
* Agreement with the MTS Convictions Statement
* Formal qualifications in theology and experience in Christian ministry
* Attention to detail
* Well-developed interpersonal communication and relationship management skills
* Self-motivated
* Strong organisational and planning skills
* A current driver’s license

**Desirable**

* Advanced in MS Office Suite
* Experience using CRM databases
* Numerically inclined with a basic understanding of the Australian taxation system
* Experience creating, editing and transferring online resources: audio, video and documents

**Key Interfaces:**

MTS Director of Operations & Pastoral Development, MTS Operations & Support Administrator, MTS Head Office Staff, MTS Trainers, MTS Apprentices, MTS Volunteers

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Member Director of Operations

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_