

# Ministry Training Strategy



## MTS Registrar

### Position Description

<b>Title:</b>	MTS Registrar
<b>Hours:</b>	30-37.5 hours per week (flexible working hours can be negotiated with the successful candidate)
<b>Location:</b>	Suite 5.04, 34 Macmahon Street, Hurstville NSW 2220
<b>Report to:</b>	MTS Director of Operations & Pastoral Development
<b>Hours of Work:</b>	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.

### **About MTS**

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 3,700 apprentices since 1978. Our Trainers are mission critical to recruiting Gospel workers.

#### **Our Vision**

*'To Win the World for Christ by 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.'*

### **About the Role**

The purpose of the role of MTS Registrar is to provide 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. This role is highly administrative based.

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## Responsibilities and Duties

The MTS Registrar will be responsible for the following:

### **1. Apprenticeship Documentation Control**

- Oversee receipt, processing and maintenance of MTS Apprenticeship documentation and records. This will be done primarily through the 'Folio' and Raiser's Edge CRM systems 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; and
  - 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.

### **2. Support for the MTS Pastoral Care Framework**

- Provide support to the Director of Operations & Pastoral Development and Director of Training as they implement 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.

### **3. Trainer Registrations and Documentation**

- Oversee receipt, processing and maintenance of MTS Trainer documentation and records. This will be done primarily through the 'Folio' and Raiser's Edge CRM systems and will include, but is not limited to, the following:
  - i. MTS Trainer Applications;
  - ii. Variations to MTS Trainer details;
  - iii. MTS Trainer enquiries; and
  - iv. Customised onboarding documentation to trainers.

### **4. Support for MTS Apprentices and MTS Trainers**

- Provide support to MTS Apprentices and MTS Trainers with the following but not limited to:
  - i. Choosing a suitable apprenticeship pathway
  - ii. Submitting applications
  - iii. Applying for Centrelink benefits
  - iv. Shaping of scholarship payments.
- Communicate and educate MTS Apprentices and MTS Trainers on scholarship extensions whilst studying at theological college.

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- Communicate and educate MTS Apprentices and MTS Trainers about the benefits of tax deductibility within the MTS scholarship fund.

## **5. MTS Administration Support**

- Attend conferences and events that support the effective functioning of MTS, such as AFES-NTE and G8 (as directed).
- Assist with the MTS Graduation Baton mail-out project.
- Answer the main head office phone calls.
- Assist Donor Relationship Manager with small support raising tasks during major appeals.
- Other duties as required.

## **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
- Attention to detail
- Experience working in an administrative role
- Well-developed interpersonal communication and relationship management skills
- Self-motivated
- Strong organisational and planning skills
- A current driver's license
- A 'Working with Children Check' (WWCC) or willingness to obtain one

### **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
- Experience in Christian ministry

### **Key Interfaces:**

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

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

Staff Member

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Director of Operations

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

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