

Trinity Theological College

Position Description	
Position Title:	Trinity Equip Coordinator
Industrial Instrument and classification:	Higher Education Industry (General Staff) Award 2020
Load:	0.2–0.3 FTE
Reports to:	Principal
Primary Purpose of Position:	Responsible for the coordination, implementation, and further development of the Trinity Equip program, which is a certificate level, unaccredited two-year part-time program aimed at equipping women for volunteer ministry roles
Position relates to:	Staff (including Trinity Equip Teachers); Students; Volunteer Steering Committee; Volunteer mentors.
Number of staff and volunteers under supervision:	Teachers (8–10); mentors (20–30)
Budget and/or revenue accountable for:	Trinity Equip budget
Mandatory qualifications and/or licences:	An accredited degree in theology or ministry
Selection Criteria	
<p>Essential</p> <ol style="list-style-type: none"> 1. A mature Christian who wholeheartedly supports the College’s purpose, beliefs, and training model. 2. An accredited degree in theology or ministry. 3. Ability to recruit and lead teams of volunteers. 4. Ability to build and maintain effective relationships with relevant stakeholders. 5. Ability to work with a significant degree of independence and exercise initiative, judgment and discretion. 6. Experience in church ministry and teaching the Bible to adults. 7. Good written and verbal communication skills. 8. Good organisational skills and ability to manage concurrent priorities. 9. Must be able to work onsite on Mondays (9:30am–1pm) during school terms while Trinity Equip is being taught; other times are flexible. <p>Desirable</p> <ol style="list-style-type: none"> 1. Accredited degree in theology or ministry of more than one year. 2. Experience in secondary or tertiary education. 3. Experience in mentoring or coaching. 	
Key Duties	
<ol style="list-style-type: none"> 1. Maintain and continue to develop a consistent course curriculum with input from the Steering Committee. 2. Oversee student applications, enrolments, communications and concerns with administrative support from the College. 3. Recruit and manage volunteer teachers and fill in for teachers as necessary. 4. Recruit, train and supervise volunteer mentors with the help of the Steering Committee. 5. Oversee and develop the practical ministry component. 6. Oversee promotion of the program with support from the College. 	