



ROLE STATEMENT

Role Title:	Vocational Trainer
Division:	Training Department
Location:	Brisbane
Reporting and Accountability Relationships:	Reports to the Vocational Training Manager
Tools of trade:	Nil

Direct Reports to this Role:	Total Number of Reports:
0	0

Primary Purpose of SU Qld?

SU Qld is an interdenominational Christian organisation whose aim is to make God's good news (his gospel) known to children, young people and families and to encourage people to meet God through the Bible and prayer.

Primary Purpose of Role:

To train, assess and pastorally care for course participants through the duration of their enrolment.

Key Relationships:

Internal	<ul style="list-style-type: none"> a) Vocational Training Manager b) Vocational Training Administrators & Diploma Coordinator c) Other Vocational Trainers d) Student Supervisors e) District Coordinators f) Chaplains
External	<ul style="list-style-type: none"> a) Key church leaders, volunteers and networks within the Regions. b) Local organisations working with children and youth c) Non SU Students c) Other Trainers, Training Organizations and Ministry Training Networks.

Experience/Qualifications:

- Training and Assessment Experience
- Certificate IV Training and Assessment or equivalent qualification
- Youth Work/Ministry Experience
- Youth Work/Ministry Training



Key Duties & Responsibilities:

Delivery of Training

- Take responsibility for the training and assessment journey of a select group of students
- Supervise the placement arrangement for a select group of students
- Take part in marking of portfolios and assessment moderation processes with the team of Vocational Trainers
- Assist in allocation of students to placements
- Lecture in an area of expertise/passion within the curriculum delegated by the Vocational Training Manager
- Take part in online Discussion Forums, Podcasts and other learning activities
- Assist with management of lecture room and facilities/ equipment

Orientation

- Design of orientation program in consultation with Vocational Training Manager
- Organise and attend aspects of orientation camps and/or other orientation programs

Training Program Assistance

- Assist in design of weekly and intensive program (including timetabling)
- Have input in student group processes, meetings, devotions and student announcements.
- Have input online in group discussions, group planning etc.
- Assist the Training Manager in the Development and Review of training materials and assessment tools.

Reporting & Administration

- Complete ongoing student reports to be reviewed by the Vocational Training Manager.
- Complete supervision/placement reports to be reviewed by the Vocational Training Manager.
- Monthly supervision with Vocational Training Manager and/or Vocational Training Administrator (Diploma Coordinator)

Student Support

- Monitor trainer/supervisor interactions (accountability)
- Induct supervisors into responsibilities and assessment requirements
- Pastorally care for all students in general and in particular your select group.
- Assist in preparation for the graduation night
- Refer students to others where necessary
- Maintain appropriate confidentiality and care when dealing with student issues

Professional Development

- Participate in Professional Development (PD) in relation to Accredited Training /Ministry / Pastoral Care / Youth Work industry on an annual basis (at least one AQTF workshop per annum)

Management of field trips

- Oversee and manage cross cultural mission
- Manage and approve other field trips

Key Competencies and Qualities:

- A living and personal relationship with Jesus Christ
- A broad understanding of the theological issues that are important for working in inter church ministries
- A demonstrated understanding of the theories and practicalities involved in providing pastoral care to adult learners
- A broad understanding of youth/children and issues affecting them
- Demonstrated hands-on experience in a Youth or Children's Worker role
- Ability to contribute to the planning and delivery of training programs
- Ability to Coach/ Mentor and Train others one on one and in small group contexts
- Knowledge of new technologies and how they can be used to enhance training
- Ability to deliver up front presentations to large groups
- A sound organizational capacity
- A demonstrated ability to communicate in a range of settings
- A demonstrated ability to work independently and as part of a team and lead when required

Key Requirements:

SU Qld requires that the successful candidate

1. be able to subscribe to the aim, beliefs and working principles of SU Qld
2. be a member or adherent of a local Christian church
3. be a holder of a "blue card" from the Commission of Children and Young People for the purposes of child related employment
4. be willing to work under SU Qld's Staff Code of Conduct

Role Description Developed By (Title)	Vocational Training Manager
Date	16/06/2009