



In-school Training Manager Application Process

Dear Applicant,

Thank you for considering our In-school Training Manager position.

This is a great time to join the LYQ team and step into a key role that is influencing over 3,000 students every year.

Our In-school Training ministry involves the delivery of leadership, personal development and teamwork workshops in Christian schools in Queensland. Our In-school team are blessed to speak into the lives of over 3,000 students every year; delivering 50 workshops a year in 17 Christian schools across Queensland. Our training is predominantly located in South-east Queensland (i.e. from Noosa to Tallebudgera and west to Toowoomba) but also includes workshops in Bundaberg and Cairns.

The success of our In-school ministry has been built on our ability to develop Christ-centered programs that meet the educational outcomes of each client. We are uniquely positioned to serve Christian schools with training that matches their ethos, values and faith. The training we provide varies from half-day or full-day workshops for year level groups (grades 4-12) through to sequential whole school programs.

Our In-school Training Manager is responsible for all aspects of this ministry area including:

- Securing new workshops from schools (promotion/marketing/quoting)
- Recruiting and maintaining an effective casual team
- Developing effective workshop programs for primary and secondary students AND
- Working with the In-school team to deliver workshops

To apply for this position please email (aaron.glover@lyq.org.au) us a copy of your resume and a cover letter by 5pm on Wednesday 12 February 2020. Your cover letter should be no longer than two pages and ideally should address the following:

- Your passion and ability to serve with children and teenagers
- Your experience in developing and delivering training programs
- Your experience in negotiating outcomes with key stakeholders and clients
- Your understanding of Lutheran theology and how it influences leadership
- Your ability to work independently and lead a team.

This position is currently 4 days per week (0.8FTE). The position could be made full-time for the right candidate. Please indicate in your application if you have a preference.

Our hope is to conduct interviews in the 3rd week of February and make an appointment at the earliest opportunity. The start date for this position can be flexible but ideally would be on or before Monday 16 March so that a 2 week handover can be conducted with the incumbent who is leaving after 7 years to pursue new adventures.

Every blessing to you as you prayerfully consider this role.

Blessings,

Aaron Glover
Director



In-School Training Manager | Job Description

LYQ is a department of the Lutheran Church of Australia Queensland District. Our role is to assist congregations and schools to minister to the young people of Queensland. We do this by providing training, support, resources and facilitating regional camps and events.

The In-School Training Manager provides important oversight and hands-on leadership to our growing in-school training ministry in Christian schools. It is expected that our In-School Training Manager would respect, understand and be willing to work towards our Vision, Mission, Values and Objectives which are outlined below.

Our Vision *Alive in Christ; Passionate in Service*

Our Mission *LYQ exists to encourage, empower, equip and involve young people in opportunities to grow and serve in the love of Jesus Christ.*

Our Values

Our values are shaped by the example of Jesus Christ; who despite being God, humbled himself and gave His life in sacrifice for us (Philippians 2:5-8). We strive to imitate the leadership model that Jesus demonstrated.

<i>Integrity</i>	- It is recognised that our conduct is ethical, honest and fair.
<i>Service</i>	- We are recognised for our commitment and excellence in serving others.
<i>Passion</i>	- We are proactive and committed to serving young people and our God.
<i>Engagement</i>	- We don't just provide ministry to young people; we actively involve them in the delivery of our ministry.
<i>Innovation</i>	- We are renowned both for our creativity and our pursuit of excellence.
<i>Compassion</i>	- We lovingly engage with young people in both their joys and their brokenness.

Our Objectives

- To bring the Gospel of Jesus Christ to young people;
- To help young people to draw closer to their Lord and Saviour Jesus Christ through the study of God's Word;
- To encourage and assist young people to be faithful to God, the Church and the Lutheran Confessions;
- To encourage and assist young people to be disciples of Jesus Christ;
- To encourage young people to be involved and serve in the ministry of a congregation;
- To support and encourage congregations in their nurture of young people;
- To create and maintain interest in mission, and to assist in training young people for this responsibility;
- To encourage and assist young people to fulfil their Christian responsibilities as members of the home and community;
- To foster the bond of Christian fellowship among young people.

Position: In-School Training Manager
Office Location: Milton Office
Employing Body: Lutheran Youth of Queensland

PURPOSE

To further the mission of LYQ by providing both hands on and strategic leadership to our on-site school training ministry.

KEY OBJECTIVES

1. The In-School Training Manager is responsible for developing and actively leading our in-school training ministry. It is expected that this will involve the following responsibilities;
 - a. The development of fun, engaging and relevant workshops for school students.
 - b. The promotion and marketing of our in-school training workshops including proactive visits to schools and development of promotional material as needed.
 - c. The prudent management of finances including the quoting, costing and management of training costs.
 - d. The development and maintenance of organisational practices that are consistent with LYQ's child risk management strategy.
 - e. Implementation and adherence to relevant LYQ, LCAQD, and other statutory bodies policies, guidelines and standards of governance.
2. The In-School Training Manager is responsible for developing and facilitating tailor-made in-school training workshops that meet the desired outcomes of clients and take into account the learning needs and developmental stages of primary and secondary students.
3. The In-School Training Manager is responsible for developing, training and equipping a team capable of assisting in the facilitation of training workshops as needed. It is expected that this will involve the following responsibilities;
 - a. The development of a strong, motivated and unified team of paid & volunteer staff who demonstrate Christian care for each other and our clients
 - b. Be a positive role model to the team in line with the vision and values of LYQ.
 - c. Active promotion of volunteer staff involvement and ownership within LYQ.
4. The In-School Training Manager is responsible for maintaining a strong collegial relationship with the programming teams at the LYQ campsites and working in partnership to deliver training programs for schools at our campsites when needed.
5. In partnership with the wider LYQ team and at the direction of the Director the In-School Training Manager will be expected to participate in the LYQ fundraising strategy.

WORK HOURS

This is a part-time position (0.8 FTE) that averages 30.4 hours per week. The majority of work will be completed within normal business however there will be occasional evening, weekend work and overnight stays on training camps. Time off in Lieu will be recognised in accordance with LYQ's Flexible Working Arrangements Policy.

ACCOUNTABILITY

This position reports directly to and takes direction from the Director of LYQ.

JOB PERFORMANCE

A job review will be conducted by the Director annually

PROFESSIONAL DEVELOPMENT

The In-School Training Manager will be encouraged to become an accredited lay worker of the Lutheran Church of Australia (if not yet accredited) and to engage in regular professional development.

PERSONAL ATTRIBUTES

- Loves the Lord Jesus and can express his/her faith well.
- Loves the Church.
- Loves to be with youth, young adults and their families.
- Faith is founded in a theology of the cross (grace-oriented) and lives a faith-filled and faithful life in response to God's grace. Models the Gospel of Jesus, the Christ.
- Understands ministry as team.
- Has a capacity to organise, meet deadlines and can follow instructions.
- Excellent verbal and written communication skills.
- Is a self-starter who has the capacity to work independently and unsupervised.
- Demonstrates good interpersonal skills including:
 - a. A rapport with young adult ministry leaders and young adults.
 - b. Able to work well with teachers and school leaders.
 - c. Can communicate well in verbal and written form.
- Is willing to receive coaching, outside training, and on-the-job training.
- Have the hands-on ministry skills to support the faith development of young adults.
- Has the ability to contribute to the development of ministry plans.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Education and Experience
 - Demonstrated experience in teaching and ministering to high-school aged young people.
 - Formal education or qualifications/degree is desirable (ie. Teaching, youth ministry, psychology, counselling, outdoor education etc).
 - Demonstrated ability in growing new projects/ministries desirable.
 - Demonstrated ability in managing budgets desirable.
- Drivers License
 - Must have or be able to obtain a driver's license.
- Must secure and maintain an active Blue Card from the Commission for Children and Young People and Child Guardian during the period of employment.
- Well developed computer skills.