



The Salvation Army (TSA) – Australia Eastern Territory

Save Souls, Grow Saints and Serve Suffering Humanity

"the love of Christ compels us.." 2 Corinthians 5:14.

Position Description – Chaplaincy Trainer and Assessor

CORPS/CENTRE/DEPT: Social Program

DIVISION: THQ

REPORTS TO: Territorial Operations Manager - Chaplaincy

DIRECT REPORTS: NIL

POSITION PURPOSE & DESCRIPTION: To promote and contribute to the ongoing development of the TSA Diploma of Chaplaincy course, and other training and development resources, to equip chaplains to fulfil their ministry in line with The Salvation Army (TSA) Territorial Strategy. To provide leadership, mentoring, coaching and support to Chaplains and those undertaking TSA Diploma of Chaplaincy to ensure they are supported, and are fully resourced to complete the course and carry out their ministry with consistency, excellence, and in accordance with TSA policies and procedures.

ARMY MISSION STATEMENT: The Salvation Army, an international movement, is an evangelical branch of the universal Christian Church. Its message is based on the Bible and its ministry motivated by the love of God. The mission is both spiritual and practical, encompassing the preaching of the Gospel of Jesus Christ and the alleviation of human suffering and distress without discrimination.

OUR MISSION IN AUSTRALIA: The Salvation Army is a Christian movement dedicated to sharing the love of Jesus. We share the love of Jesus by: Caring for people, creating faith pathways, building healthy communities and working for justice

OUR VALUES: Recognising that God is already at work in the world, we value: Integrity, compassion, respect, diversity and collaboration. We commit ourselves in prayer and practice to this land of Australia and its people, seeking reconciliation, unity and equity.

OUR VISION: Wherever there is hardship or injustice, Salvos will live, love and fight alongside others to transform Australia one life at a time with the Love of Jesus.

CLASSIFICATION: Education Servicers (Post-Secondary Education) Award 2010 Level B.6

SOCIAL/GENERAL: Social

STATUS: Full Time (38 hours per week) for contracted period (10 months) then review

POSITION NUMBER: TDAC15

DUTIES	EXPECTATIONS
Leadership and Strategic Direction • Ensure Quality Assurance and Continuous Improvement Strategies are developed in collaboration with Booth College, Operations Manager – Chaplaincy, and Social Program Policy Team to ensure best practice in training and development for all chaplaincy ministries across the Territory • Ensure chaplaincy specific educational development, training and courses, are offered to all Chaplains • Co-facilitate with Booth College and champion The Salvation Army Australia Eastern Territory's Diploma of Chaplaincy • Partner with Booth College in the ongoing review, development and presenting of the Diploma of Chaplaincy • Mentor and coach Chaplains and Students to complete the Diploma of Chaplaincy within the time frame • Model, lead and nurture workplace culture driven by the TSA core values	• Adherence to TSA policies and procedures is demonstrated in the delivery of services • All Corps, Centres and hubs are fully aware of the training and development opportunities available, and how these courses and resources can enhance the overall integration of ministry across all expressions of The Salvation Army • Quality Assurance and Continuous Improvement strategies are designed, implemented and regularly reviewed. • Increase in number of Students completing the Diploma of Chaplaincy • Training courses provided for current Chaplains to increase their capacity • TSA core values and behaviours are demonstrated in all work activities.

DUTIES	EXPECTATIONS
Promotion and Development • Monitor potential funding opportunities which complement Chaplaincy • In collaboration with Operations Managers and Social Team Executive facilitate workshops and conferences to develop and support the chaplains in the Territory • Represent TSA within various networks, Committees, Consultative Meetings and other forums as required • Promote TSA Diploma of Chaplaincy both internally and externally. • Work with Assistant Operations Manager – Chaplaincy and other relevant stakeholders to make PLP available in an on line learning environment	• Attendance at various Chaplaincy conferences/meetings, and training days as required. • Information from attending advisory and consultative groups is distributed when appropriate and/or is used to ensure that TSA remains current and a leader in the sector. • Online training and development resources are continually developed and implemented • The number of TSA chaplains who hold the Diploma of Chaplaincy increases every year • The number of Diploma of Chaplaincy students from outside TSA increases every year. • PLP accessible on line by August 2018.

DUTIES	EXPECTATIONS
Management and Support • In collaboration with Booth College, Operations Manager – Chaplaincy, and Social Program Policy Team assist in the development and maintenance of direct management strategies, to ensure services are operating according to: ➤ Agreed missional outcomes ➤ Territorial Strategic Plans ➤ Policies and procedures ➤ Contractual obligations ➤ Certification/Accreditation	• Monthly meetings and teleconferences are scheduled and held with Course Coordinator Booth College VTO • Training is delivered according to an approved strategic plan • Training delivery is compliant with contractual obligations, relevant legislation, professional standards and TSA policies and procedures. • Policies and procedures are reviewed, developed, and implemented as required • All trainers/presenters follow policies and procedures as part of the continuous improvement, certification and accreditation processes. • Minimal complaints are received regarding resources and standard of training • Evidence of effective and productive working relationships with Operations Managers Chaplaincy, which contributes to the overall success of the education and development of Chaplains • Minimum of fortnightly contact with Chaplains enrolled in the Diploma to encourage, mentor and coach. • Evidence of commitment to offer pastoral, practical and resource support to Chaplains in relation to training and development role.
Administration and other Requirements • Utilise TSA standard systems to maintain documentation, records, reports and data • Prepare regular reports for the Chaplaincy Operations Manager as required	• Demonstrates on a continual basis a commitment to working collaboratively with all stakeholders • Data collection and reporting are provided in a timely manner and processes are in place to check data quality • Training and development budget is monitored monthly and any anomalies are investigated

DUTIES	EXPECTATIONS
Team Support Participate in team activities, attends staff meetings when scheduled and demonstrates a supportive approach to other staff members which contributes to the overall team effectiveness.	• Evidence of strong relationships with other Operations team members which assists in building a cohesive and collaborative team across the Territory • Demonstrates on a continual basis, a commitment to assisting and supporting colleagues in all workplace activities. • Minimum of 90% attendance at all staff/team meetings. • Demonstrated support and participation in the Red Shield Appeal

**ESSENTIAL REQUIREMENTS &
QUALIFICATIONS:**

- A commitment to the Christian faith and mission of The Salvation Army.
- An ability to offer pastoral assistance, to offer prayer and to explain the Christian gospel.
- WHS – knowledge of work health safety obligations and to practice these in the workplace in line with TSA policy & procedures and legislation.
- Professional development required to maintain skills for the role.
- An ability to mentor and coach people
- Demonstrated capacity to lead and manage a team
- Diploma of Chaplaincy
- TAE40110 Certificate IV in Training and Assessment
- Demonstrated track record of successful adult training and development
- Commitment to ongoing personal and professional spiritual development.
- Current unrestricted driver's license
- Willingness to undertake further training as required
- Solid understanding of TSA's organisational structure for missional outcomes

**DESIRABLE REQUIREMENTS &
QUALIFICATIONS:**

OTHER RELEVANT INFORMATION:

- Willingness to undergo and maintain Criminal History Screening
- Willingness to undergo Working With Children Check
- Inter/intra state travel may be required at times
- Flexibility with hours at times to meet the operational requirements of the role
- A solid knowledge of the principles and practices of chaplaincy services
- Excellent interpersonal and verbal communication skills to lead and engage a broad range of people.

SKILLS & BEHAVIOURS:

- Strong problem solving, decision making and evaluation skills.
- Excellent written communication skills
- Highly effective time management, planning and organisational skills
- Self-motivated with an ability to work independently and as part of a multiple-disciplinary team.

EXPERIENCE:

- Energetic and flexible with a positive attitude
 - Solid level of computer literacy particularly with Microsoft Office
 - Solid level of experience (5+ years) in Chaplaincy and pastoral care.
 - Solid level of experience (5+ years) in adult education
 - Experience working in collaboration with other organisations to develop and tailor programs
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to meet client needs

- Demonstrated experience in providing quality client services.
- Demonstrated experience in delivering training to a diverse range of students both face to face and online.
- Demonstrated experience in developing engaging learning and assessment materials.

KEY RELATIONSHIPS/INTERACTIONS:

Relationship with:	Why:
Operations Manager – Chaplaincy	Accountable, providing reports and feedback on a regular basis
Assistant Operations Manager – Chaplaincy	Support and consultation as required
Principal Booth College	Support and consultation as required
Course Coordinator Booth College VTO	Support and consultation as required
RTO Manager Booth College VTO	Support and consultation as required
Area Officers	Support and consultation as required
DHQ (including Social Liaison Officer)	Support and consultation as required
Local Corps Officer, Centre Managers, hub leaders	Support and consultation as required

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We have carefully reviewed the Memorandum of Appointment and are satisfied that it fully and accurately describes the requirements of the position.

Territorial Social Program Director: _____

Date: _____

I have read this document and agree to undertake the duties and responsibilities as listed above.

I acknowledge that:-

- This Memorandum of Appointment details the accountabilities of the role and provides an indication of the current duties and task that I may be required to undertake. Additional or other duties may from time to time be allocated in order to fully meet the responsibilities of the role.

Name: _____

Signature: _____

Date: _____
