



## JOB DESCRIPTION FOR DIRECTOR OF TRAINING for BRIDGE BUILDERS

### OUR VISION

*Bridge Builders' vision is to help facilitate a change in the culture of churches and church organisations in the UK towards a positive and creative handling of conflict, transforming it into reconciliation and healing.*

<b>Job title:</b>	Director of Training
<b>Reports to:</b>	Executive Director (ED).
<b>Those reporting directly:</b>	None
<b>Those also managed:</b>	Course Administrator
<b>Other relationships – internal:</b>	Office Manager, Course Administrator, Bridge Builders Trustees, Standing Committee
<b>Key Relationships – external:</b>	BB Training Partners; BB course participants; Training sending bodies, BB Supporters and other organisations that BB works with.

### Key purposes of the post

Manage the development and delivery of all BB training.  
Deputise for Executive Director during periods of absence.

### Main Responsibilities

#### 1. Training

- a. Maintaining the quality of delivery of all BB Courses whether delivered by BB Staff or BB core training team.
- b. Maintain up to date training materials for all BB courses.
- c. Plan BB's annual training programme.
- d. Responsible for all training delivery, ensuring all courses are delivered by appropriately experienced and trained trainers.





- e. Monitor all course feedback and provide analysis of trainer performance.
- f. Mentor Core Training Team, and work with the ED in developing their role in BB.
- g. Develop new BB courses and training materials.
- h. Working with the Office manager, manage all costs associated with course delivery against the agreed budget.

## **2. Develop Theological thinking around conflict**

## **3. Intervention and Consultancy**

- a. Delivery of consultancy and mediation services as and when required in consultation with the ED.

## **4. Personal and Team Development**

- a. Participate in BB team meetings (brief daily check-ins, longer fortnightly meetings, twice-yearly days away).
- b. Attend Trustees Meetings as required.
- c. Meet with an external supervisor every 2-3 months.
- d. Offer ideas and explore opportunities for personal and team development.

## **5. Administration**

- a. Handle relevant BB correspondence, emails and telephone calls in a timely and professional manner.

## **6. Development, Marketing and Networking**

- a. Contribute to developing a vision and strategy for BB.
- b. Identify and exploit opportunities to build the BB reputation and brand.
- c. Contribute to the content, design and development of web-site.
- d. Contribute to publicising and promoting BB.
- e. Convene occasional meetings for independent trainers/consultants associated with BB.
- f. Build relationships with UK church and para-church bodies.

## **7. Travel**

The role will require travel across the UK to deliver training events and meet with prospective clients. All authorised travel expenses will be reimbursed.

## **8. Christian Faith**

Bridge Builders Ministries is a Christian organisation, working to support churches and church leaders across the UK. It is therefore important that the post holder has a committed personal faith, is an active member of a local church and is in agreement with the vision of Bridge Builders Ministries.



## Person Specification

Bridge Builders Ministries requires the following essential skills, qualities and experience:

1. Expert in writing and developing new training resources that can be used by a team of professional trainers
2. Ability to identify and exploit new training opportunities as and when they arise
3. Experienced in managing a portfolio of training events including scheduling, Quality of delivery, evaluation and continuous improvement of the training programme.
4. At least four years' experience as a training practitioner in at least one of the following – leadership, coaching, supervision, facilitation or mediation, family or group dynamics;
5. Ability to mentor and develop a virtual training team
6. Willingness to turn their hand to what needs doing in a small organisation
7. Team player, willing to work as part of a team, supporting and encouraging others in their roles.
8. Ability to communicate efficiently and well, both orally and in writing,
9. Good computer software skills inc. Word, Excel, Publisher and PowerPoint
10. A good knowledge and understanding of the church, and of working within a church setting or similar charitable organisation; and
11. A committed and active Christian.

The following are also desirable experience or qualities:

12. Experience or knowledge and understanding of working in a charity;
13. Have undertaken training and/or research in mediation skills or transforming conflict;
14. Familiarity with a church or church institution which is part of CTBI or Churches Together in England.



## Terms and Conditions

**Terms** – Full-time - *details to follow*.

**Salary** – £32,000 starting salary.

**Hours** – BBM staff should aim to work no more than 37.5 hours per week and certainly no more than 48 hours per week. These should be worked flexibly, such as when courses are run across the UK. Other engagements and opportunities will also arise which will involve working weekends and evenings from time to time.

**Location** – The main BBM office is located at St Peter-le-Poer Church, Albion Avenue (off Colney Hatch Lane), Muswell Hill, London N10 1AQ (near A 406). Home working could be considered, with regular visits to the office supplementing telephone and electronic communication.

**Handover period:** Handover with the current Assistant Director (training) – funding is being secured to enable a three-month hand over period, and the successful candidate is expected to be willing to work this handover period, in mid-April – mid-July 2017.

**Closing Date for applications:** 28<sup>th</sup> November 2016