

### **The Role (Trainer 0.2FTE)**

The Standards and Development Team at BCWA are seeking a Trainer to join our team one day per week.

In this role you will be a vital part of the Standards and Development Team, also working closely with the Ministry Support Team, with a particular emphasis on providing quality training and development opportunities and resources to BCWA churches, particularly in the area of Safe Church. It is noted that this role will require the ability to provide training on weekends and evenings. The successful applicant will also be required to provide a valid Working with Children check, Police Clearance and BCWA Safe Church Endorsement.

### **The Criteria**

The following criteria are required to be addressed within your cover letter which needs to be accompanied by your resume and referee details.

1. A personal faith in Jesus and a commitment to work within a Christian environment, promoting the vision, mission and values of Baptist Churches Western Australia
2. Accredited training in teaching, trainer and assessor or similar highly regarded
3. Significant experience in training and / or group presentations
4. Experience in implementation of Safe Church (or equivalent) within a church or workplace highly regarded
5. High level people and management skills
6. Excellent communication skills

### **Applications Close**

29 August 2025 at 5pm

### **More Information**

For more information, including how to apply, please see the BCWA website ([baptistwa.asn.au](http://baptistwa.asn.au)) or call Pastor Nathan Seinemeier on 0499 772 574.



# Baptist Churches

WESTERN AUSTRALIA

## JOB DESCRIPTION

**YOUR JOB TITLE:** Trainer

**YOUR NAME:**

**LOCATION:** Baptist Ministry Centre

**YOUR SUPERVISOR:**

**APPROVED BY:**

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Supervisor's Signature

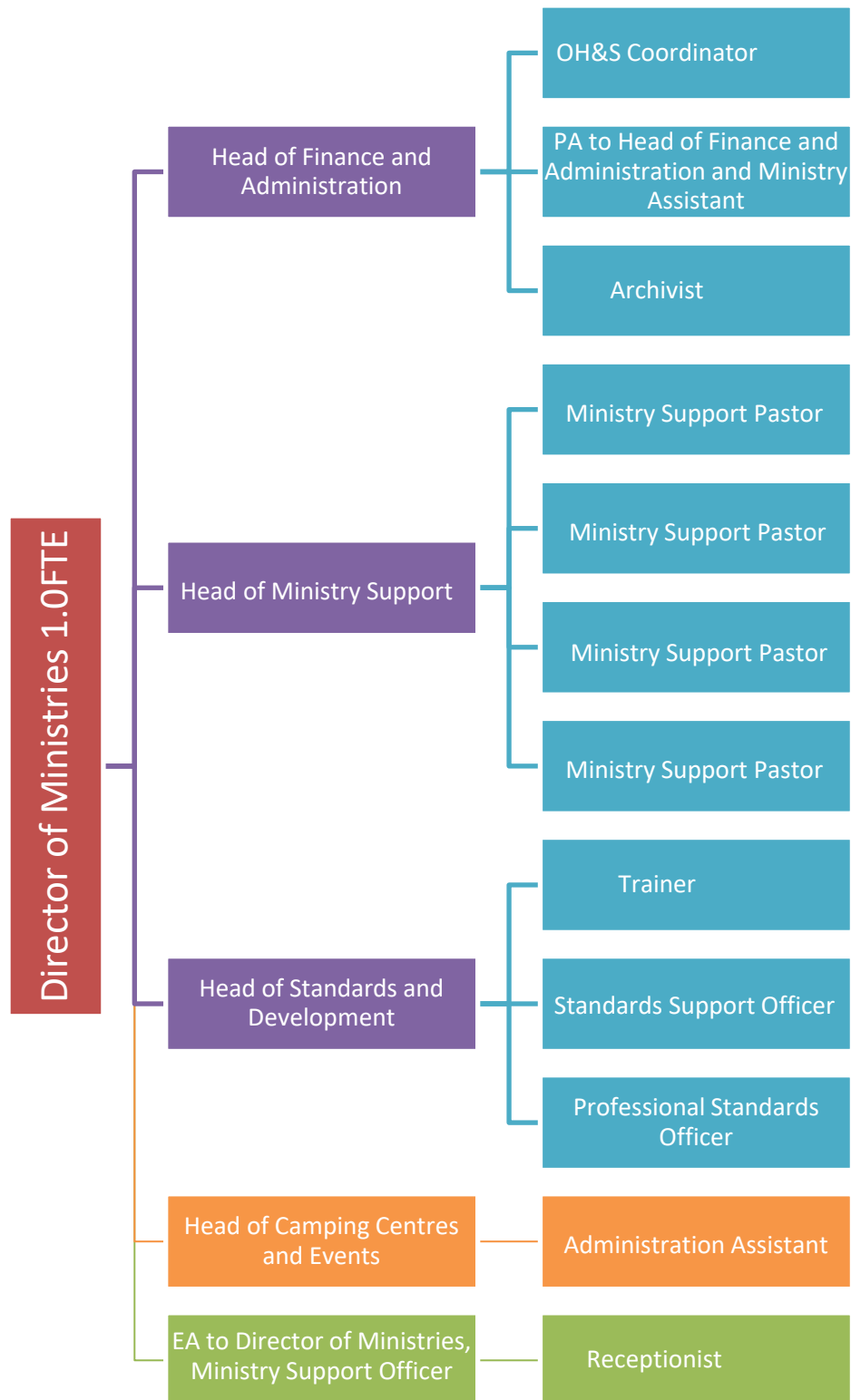
## JOB PURPOSE

**In a couple of sentences, this describes what your job is expected to accomplish by describing what overall end results are expected from your position and how they contribute to the success of Baptist Churches Western Australia.**

To assist in the development, management and implementation of various training and development opportunities, including program and resource development and / or review.

Relevant, timely and up-to-date training that will assist local churches to be pro-active in developing as a healthy church.

## ORGANISATION STRUCTURE



## JOB RESPONSIBILITIES

List job responsibilities, how you do them and why. Also approximate the amount of time devoted to each major area. List in order of importance.		
WHAT you do	HOW you do it	WHY you do it (expected end result)
Delivery of Training 60%	<ul style="list-style-type: none"> <li>• Deliver training across a range of allocated areas, particularly focussed on Safe Church related training</li> <li>• Participate as a facilitator and presenter in training and development opportunities as directed by Head of Standards and Development</li> <li>• Coordinate with other presenters for training as required</li> <li>• Liaise with local churches and venues for training delivery</li> </ul>	To ensure local churches and leaders have access to quality training and development, and to support local church implementation of Safe Church.
Training and Resource Development 30%	<ul style="list-style-type: none"> <li>• Identification and development of resources to support the Safe Church program and related elements</li> <li>• Assist with development of other training programs and resources as directed by Head of Standards and Development</li> <li>• Report training outcomes and feedback regularly</li> <li>• Provide assistance to Ministry Support Pastors in areas of training and resource development</li> </ul>	To ensure local churches and leaders have access to quality training and development resources and materials, and to support local church implementation of Safe Church.
Other 10%	<ul style="list-style-type: none"> <li>• Participate in staff and departments meetings as able</li> <li>• Take on any other delegated task whenever required</li> </ul>	To fulfil the need.

## DECISION MAKING AUTHORITY

**Authority level of job (*by describing decisions that can be made and actions that can be taken*).**

### DECISIONS:

**(a) Made without referring to Supervisor**

All processes above that have procedure documentation governing them

**(b) Referred to supervisor for a decision**

Major adjustments to policy or procedures

## KNOWLEDGE, SKILLS AND PERSONAL QUALITIES REQUIRED IN JOB

**Describe the knowledge, skills and personal qualities required to do the job.**

**(a) Formal education**

- Accredited training in teaching, trainer and assessor or similar highly regarded
- Prefer theological training although not essential

**(b) Work Experience**

- Significant experience in training and / or group presentations
- Experience in church leadership
- Work experience that brings credibility in the eyes of churches / pastors
- Experience in implementation of Safe Church (or equivalent) within a church or workplace highly regarded

**(c) Personal Qualities**

- Relationship and commitment to the Lord Jesus Christ.
- Commitment to:
  - BCWA Values, Vision and Mission
  - Effectively serving God in whatever capacity He chooses
  - the leadership, ethos and strategic plan of the BCWA and its departments.
- Initiative in many situations
- High level people and management skills
- Strong conflict resolution skills with the ability to remain calm under pressure
- Above average communication skills
- Spiritual maturity

**(d) Certification**

- Valid Working with Children Check
- Current Police Clearance (within twelve months)
- BCWA Safe Church Endorsement