



Bible Educational Services International Development Manager

Start Date: January 2021

Hours: Part time salaried position- three days a week.

Based at: Home (includes travel throughout the UK and overseas and regular visits to the BES Office in Enniskillen)

MAIN PURPOSE OF THE ROLE

- To co-ordinate all country set ups, training, and on-going audits, working alongside the BES Trustees, Training Sub-Committee, International Sub-Committee, and the BES Office Team.
- To plan international travel approximately 4 times a year to audit and train BES intermediaries in various countries.
- To seek to inspire, equip and help our Intermediaries particularly overseas in the more effective use of Bibletime materials in their country.

BASIS OF EMPLOYMENT

To effectively fulfil this position and represent BES around the world.

Agreement with the BES Statement of Faith and Core Values is a requirement of this position. It is therefore an occupational requirement that any individual undertaking this position is a committed Christian and continues to personally strive to fulfil these values.

Reports to and collaborates with the International Director and the Training Sub-Committee for the design and delivery of the training programmes. Also works with the International Sub-Committee in connection with all matters connected with our Intermediaries overseas.

For matters of policy, strategy and operation, reference will be made to the International Director or to the BES Trustees. All day-to-day and employment issues will be reported to the International Director as Line-Manager.

DUTIES, RESPONSIBILITIES AND OBJECTIVES

Responsibilities will include but are not limited to the following:

- Drawing up and implementing country set-up policies and processes.
- Developing training material and schemes for use on the ground and on-line.
- To work with the Operations Manager with all policy compliance for each intermediary.
- To support the Operations Manager in pushing on the on-going translation and design work.
- To instigate and manage on-going audits and auditors to ensure the effective use of lessons.
- To meet with the International Director, the Training Sub-Committee, and International Sub-Committee to fully understand and establish a strong grasp of BES, learning and helping to meet the opportunities and the needs for training and support for our BES Intermediaries.
- To quickly gain an understanding of our current training programmes.
- Supporting and attending strategic meetings BES staff, trustees, strategic partners and trusts
- Assisting in the revision of BES Documents, Training Power Points etc.
- Attend weekly management and team meetings
- Carry out with International Director, on-going Skype calls with translators, BES Contacts around the world. Approximately 65 calls at least bi-annually lasting anything from 30 mins to 3 hrs.
- Assist with the Coordination of translation work in nearly 40 languages with Operations Manager.
- Assist with the Coordination with Revival Movement on all printing and A5 booklets and A4 lessons for over 20 countries with Operations Manager.
- Assist with the Compilation of the BES Prayer diary every 3 years, with the International Director and Operations Manager.
- Assist with Monitoring the use of the Revival Movement booklets worldwide.
- Visiting various BES co-workers to train and encourage them in the ministry of BES.
- Help form the strategic direction and Five-Year Plan for BES alongside the other trustees.
- Reporting on BES work to Churches and developing a deputation ministry.

MANAGEMENT

- Manage processes and be part of a team that delivers training as part of the Training Programme in the countries where BES is operating.
- Contribute to the design, development and production of training materials, documents and manuals to ensure the consistency and quality of the content and delivery, including adhering to the BES brand guidelines (ensuring that all resources meet the specific needs of the training programme).
- To work closely with the BES Training Sub-Committee, the International Sub-Committee, and the International Director to ensure thorough implementation and evaluation of the training and other programmes.
- Prepare a Quarterly Report for the BES Trustees of all activities undertaken and travel during that quarter.

COMMUNICATION

- To meet with key and potential partners, to create and strengthen links and relationships.
- To communicate effectively, sharing and exchanging relevant timely information including written reports with the BES Office and Trustees as required.

PERSONAL DEVELOPMENT

- Attend the BES Office on a regular basis as agreed with the International Director.
- Assist the organisation and attend BES Conferences and other events organised.
- Attend other professional training or events as required or helpful.
- To receive regular supervision from the Line Manager and participate in annual appraisals.
- To complete development opportunities agreed with the Line Manager.
- Other duties as required by the International Director, the Training Sub-Committee, and the International Sub-Committee

DECISION MAKING PARAMETERS

- Assessing the learning needs of students and trainers and ability to mentor or coach individuals.
- Most training initiatives and products require buy-in and sign-off by the Line Manager.
- Expenses are per the staff handbook.

PERSONAL PROFILE

The successful candidate will:

- As a result of BES ethos, be expected to be a practising Christian and demonstrate a personal commitment to the mission, principles and values contained in our Ethos Statement and subscribe to BES' Statement of Faith.
- Be able to share their Christian faith, be enthusiastic about spreading the Gospel across the UK and overseas'.
- Able to evaluate Biblically based training resources.
- Experience of evangelism in the UK and overseas.
- Involvement and commitment to a local church.
- Demonstrates experience of research, design, development, evaluation, and delivery of training programmes.
- Excellent presentation and facilitation skills demonstrating an ability to 'sell' training to potential users.
- Excellent written and verbal communication skills.
- Excellent organisation skills – able to prioritise.
- Ability to build relationships with internal and external partners.
- Ability to use MS and Apple office applications – PowerPoint, Word, Excel, Outlook, Teams etc – including using databases. Be familiar with online Apps for communication such as Zoom, Skype, and Go to meetings.
- High attention to detail.
- Well-developed coaching skills.
- Flexible and adaptable approach.
- Experience of working in faith-based ministry as part of a team.
- A full driver's licence.