

Safe Ministry Training Job Description

Job Title: Webinar Presenter

Purpose: To provide the online presentation via webinar format for those completing the Essentials and Refresher course. Presenters are required for 60 minutes: 45 mins for the webinar and an additional 15 mins to follow up / refer certain people or questions to the PSU where needed.

Location: From your own home or anywhere that is quiet with a stable internet connection.

Requirements:

Must have a computer with camera, mic and speakers

Stable internet connection

Training experience

Comfortable with presenting in an online environment (training will be provided) with a web cam

A current working with children check

Comfortable with going through the regular screening process for people in ministry

Available for a total of 1 hour for approximately 20 sessions per year

Committed to being in the role for a minimum of 2 years (except for unforeseen circumstances such as relocation etc).

Available for upskilled training 2 times per year

A registered ABN

Key Responsibilities:

Provide quality Safe Ministry presentations

Confident with the content in the presentation

Follow up any queries that were not able to be answered during the session

Reports to: Safe Ministry Training Consultant

Time Commitment: Approximately 20 sessions per year (each session is 1 hour) plus webinar 'upskill training' 1- 2 times per year.

Qualifications:

A background in training would be ideal

Current WWCC and completed the online training

Basic knowledge of computer and web based learning

Clear in communicating

Pleasant manner

Dependable

Support:

Training for this role will be provided initially and then 2 times per year.

The Safe Ministry Training Consultant is also available for questions and support.

Benefits:

This is a paid role at \$40 per hour and will be paid upon invoice being provided

Safe Ministry Job Descriptions

Job Title: Webinar Producer

Purpose: To provide support for the webinar presentation for those completing the Essentials and Refresher course. Producers are required for 75 minutes: 45 mins for the webinar, an additional 15 mins prior to the session to assist people who may have issues connecting, and 15 mins at the end of the session to close it down and refer certain issues or questions to the PSU where needed.

During the webinar, the producer will curate the stream of comments and questions from participants, feeding relevant information to the presenter as required.

Location: From your own home or anywhere that is quiet with a stable internet connection.

Requirements:

Must have a computer with camera, mic and speakers

Stable internet connection

Comfortable with providing low level technical support when participants are having trouble getting on line or into the webinar

Able to manage the 'chat box' in a way that keeps the session flowing while honouring those asking questions

If the session or the presenter dropped out being able to step in or get the presenter back into the session

A current working with children check

Comfortable with going through the regular screening process for people in ministry

Available for a total of 1 hour and 15 mins for approximately 20 sessions per years

Committed to being in the role for a minimum of 2 years (except for unforeseen circumstances)

Available for upskilled training 2 times per year

A registered ABN

Key Responsibilities:

Trouble shooting skills

Effectively produce the Safe Ministry webinars

Assist in the flow of content as questions and queries come in

Follow up any queries that were not able to be answered during the session

Reports to: Safe Ministry Training Consultant

Time Commitment: Approximately 20 sessions per year (each session is 1 hour and 15 mins) plus webinar 'upskill training' 1- 2 times per year.

Qualifications:

A background in IT would be ideal

Current WWCC and completed the online training

Strong knowledge of computer and web based learning

Clear in communicating

Good problem solving

Dependable

Support:

Training for this role will be provided initially and then 2 times per year.

The Safe Ministry Training Consultant is also available for questions and support.



Benefits:

This is a paid role at \$40 per hour and will be paid upon invoice being provided

Safe Ministry Job Descriptions

Job Title: 'Online Assisted' Support Person (Volunteer)

Purpose: To assist participants without internet access or with low levels of computer literacy to complete their training online

Location: Local church

Requirements:

Have completed the online training

Understand basic technology

Able to arrange for small groups to participate in the training in 1 location

Key Responsibilities:

Assist participants to complete training and get through their webinar

Reports to: Local Safe Ministry Rep

Time Commitment: Adhoc as required

Qualifications:

Clear in communicating

Good problem solving

Dependable

Basic computer and internet skills

Support:

The Safe Ministry Training team can be contacted as required on 02 9265 1588 or info@safeministry.training

See the 'Online Assisted Framework' for more information