



Harvest

Lead Facilitator VIC / TAS

JOB DESCRIPTION:

ROLE PURPOSE:

Harvest Bible College is looking for a key role in our Learning and Teaching division, for the delivery of all the colleges VET and Higher Education programs. This role will be required to hold a PhD in Theology. The Lead Facilitator VIC/TAS is responsible under the direction of the Dean of Learning and Teaching (DLT) for all matters relating to the effective delivery of Harvest Bible College's (HBC) academic programs including VET, undergraduate and graduate programs in Victoria and Tasmania. This includes the oversight of all facilitators and students in the region and online (as allocated) to ensure the smooth delivery of classroom based learning and online delivery modes providing an excellent learning and teaching experience for both staff and students.

This role has a significant impact on the College's academic and spiritual life, and its mission of effective ministry development. More in-depth information regarding Harvest's expectations of this role can be found in the position description on our website (see link below).

JOB REQUIREMENTS:

MAJOR ACCOUNTABILITIES:

- **Academic program delivery** – Coordinate, plan and schedule the delivery of all units within the region including securing of venues, coordinating staff and ensuring consistency of delivery across the sector.
- **Staff responsibilities** – Recruit, induct, manage and coordinate local staff in the region and ensure all teaching activities are planned and implemented to the highest possible standard.
- **Student responsibilities** – promote the vision, mission and values of Harvest and ensure the provision academic advice, best practice theologies and student support throughout the region.
- **Facilitation of Units** – facilitate units throughout the teaching period.
- **Other** – attend to general campus duties and administration as required, and meeting and reporting responsibilities.

To be successful you will have:

- A PhD (or in the final stages of a PhD candidature) in Theology
- Possession of a current drivers licence
- Satisfactory Working with Children's Check
- Satisfactory Police Check
- Cert IV TAE (or willingness to undertake this qualification)
- Proficiency in the full suite of Microsoft Office
- Highly developed organisational and time management skills
- Demonstrated experience in leading and developing a team
- Excellent interpersonal and relationship building skills and the ability to liaise with people at all levels internal and external to the college.

- Excellent communication skills both written and verbal.
- Understanding and experience in education and educational learning concepts.
- Teaching / unit delivery experience in Ministry, Theology or related areas (online or face to face).
- Pastoral / Ministry experience.

HOW TO APPLY:

- Email CV, cover letter and key selection criteria to HR@harvest.edu.au
- View full position description at <https://www.harvest.edu.au/about/employment/>
- Closing Date 10th February 2017

****Only applications with written responses to the Key Selection Criteria, along with Resume and Cover Letter will be reviewed****

To be eligible for this position you must be an Australian citizen, Permanent resident. International applications will be accepted if you hold the appropriate work visa.