



Elijah House Ministries Australia

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Issue 2

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Website Update

Welcome to the second issue of our bi-monthly email newsletter.

If you haven't been to our website for awhile, you might like to visit www.elijahhouse.com.au and see some of the changes we've made recently.



Seminar: Dreams that Heal and Counsel



The Lindfield Ministry Centre is sponsoring a fellowship day on Saturday, 17 May 2008 from 9am to 4pm.

Authors/counsellors, Steve and Dianne Bydeley will be speaking on Dreams. Steve and Dianne have trained both with Elijah House Canada and Elijah House Ministries Australia and are former volunteers.

Some of the topics covered will be *God Speaks Through Dreams*, *Understanding Dream Language* and *Counselling with Dreams*.

For more information, contact the Lindfield Ministry Centre on 02 9415 8911 or contact@lindfieldmc.org.

Approved Training Coordinator

As the details of Certificate III in Prayer Ministry and Certificate IV in Prayer Ministry Training are being finalised, we are looking to appoint an Approved Training Coordinator. Suitably qualified applicants who meet the position description below are invited to send their resume to the Manager, kayblue@elijahhouse.com.au by Thursday, 20 March 2008.

Position: Approved Training Coordinator

Accountable to: The Manager, Elijah House Ministries Australia (EHMA)

Working Relationships: Director, CALAM Training, EHMA Manager, Administration

Objectives: Provide coordination of VET sector requirements for students and trainers of Certificate III in Prayer Ministry and Certificate IV in Prayer Ministry Training

Role: Support EHMA in meeting its training objective; Ensure EHMA complies with Australian Quality Training Framework (AQTF); Oversee supervision of trainers and students AQTF needs.

Qualifications & Experience: Certificate IV in Training and Assessment (TAA04) or working towards it; Evangelistic in approach and in agreement with the EHMA philosophy of ministry; Proven ability in communication, organisation and administration.

Position Criteria: Basic level of understanding of EHMA teachings; High level of understanding of VET sector; High level of interpersonal communication skills; High level of leadership, teaching and organisational skills; A warm welcoming personality.

Hours: To be advised

Salary: To be advised

List of Duties:

- Management of Trainers: Liaise with CALAM Training to deliver training necessary for EHMA Approved Training; Deal with issues, complications, changes, difficulties related to trainers and students requirements; Support trainers as required; Orientate, monitor and supervise trainers in relation to CALAM Training policies and procedures; Manage and monitor trainer responsibilities in relation to Quality Assurance paperwork.
- Deliver Training: Orientation training; appropriate paperwork; trainer profile; update VET changes

Administration Arrangements: Work in cooperation with the Manager and/or Administrator to ensure administrative efficiency; Develop appropriate position descriptions, policies and procedures for the delivery of Certificate III and Certificate IV by volunteers; Interact with course leaders face to face and/or by phone on a regular basis; Develop, maintain and update the Web Portal on CALAM Training site to provide all relevant information to EHMA; Plan, organise and manage training events.

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