



# Job Description

<b>Job title</b>	Open the Book – Regional Training and Development Officer (Mid & North England)
<b>Reporting to</b>	Open the Book Team Leader
<b>Staff responsibility</b>	None
<b>Location</b>	Home based with regional travel

## What we do

Around the world, we're translating, producing and distributing the Bible, helping people learn to read it and relate it to their everyday life, and equipping pastors, teachers and other Bible communicators to promote its message. In England and Wales, we're resourcing churches and individual believers to increase their confidence in the Bible and working to change the perception of the Bible in wider culture. We believe the Bible is God's gift to the world, and we want everyone to discover its message for them.

## Summary of role

Open the Book (OtB) is an exciting storytelling project where Bible stories are shared with children in a way that is fun, interactive and memorable. This aim of this role is to equip teams of trained and safely recruited volunteers to use the Open the Book programme to prepare and present a 10–15-minute scripted Bible story to a school assembly, involving the children as much as possible.

You will deliver In-person training to new, existing and prospective teams in your region; deliver online training to teams throughout the UK; and represent OtB at events, conferences, festivals and churches.

The role involves developing and working with church partners and the volunteer structure in your region, e.g. Area Co-ordinators, Ambassadors and Volunteer Trainers.

You will complete training admin for the team, including answering training queries, creating and updating team records; and emailing training event delegates.

## Main responsibilities

- Deliver existing OtB training workshops to inspire and enthuse Storytellers. Deliver an agreed number of training sessions in order to develop existing teams and grow new teams throughout the UK
- Work in partnership with local churches, creating opportunities to promote OtB and equipping them to establish and grow their local OtB volunteer network through providing administrative, training and membership support
- Contribute to quality assurance of existing teams, ensuring understanding of safeguarding procedures and supporting Storytellers to understand and join the OtB membership
- Contribute to the overall OtB development plan
- Present the vision of OtB in settings such as churches and Bible Society supporter groups, and represent OtB at key Christian events in your region

## **General**

- This role requires flexible working hours (including occasional evenings or weekends) with some nights away from home when delivering training sessions or for key conferences.
- Adhere to our policies and standards in all areas of your work
- Carry out ad hoc duties that may be required to ensure we maintain our effectiveness
- Participate fully in the corporate life of Bible Society, by attending All Staff Meetings and departmental meetings as required

## **Who we need**

### **Knowledge**

- Knowledge of and empathy with the churches in England and Wales
- Some knowledge of OtB is essential
- Knowledge of safeguarding rules and regulations, with the ability to communicate this to individuals and groups

### **Experience**

- Proven experience of building, developing and maintaining excellent working relationships
- Hands-on experience of delivering in-person, hybrid and remote training
- Some experience of working with churches is essential
- Experience of producing professional training materials would be desirable

### **Skills**

- Excellent written and verbal communication skills, including strong presentation skills
- Excellent organisational abilities, with the ability to plan the detail and deliver on time
- Good computer literacy, including Word, Excel and PowerPoint
- Knowledge of or willingness to learn to use MS Teams, Salesforce CRM and Zoom
- Holds a valid driving licence, has access to a car and able to drive to churches/events in the region, and attend national festivals and conferences

### **Personal attributes**

- Passionate about Bible mission and its ability to impact lives
- Able to demonstrate a mature Christian faith in order to work effectively and wisely with interconfessional Christian groups
- Ability to inspire others about the work of OtB and win support
- Eager for Bible Society to make an impact

- Credible when working with Christians from all traditions and at all levels
- A team player who is resilient, flexible and dependable
- Capability to work remotely with minimal supervision

## Culture and character

### Culture

We're committed to building on our unique culture, which is based on our Christian faith and seeks to bring out the best in our people.

We want to build a culture that demonstrates our values:

**Prayerful** – we're honest, attentive and humble, because we work in the sight of God

**Imaginative** – we're experimental, creative and dynamic, because we're made in the Creator's image

**Bold** – we're willing to work hard and face hard questions, because we trust each other

**Skilful** – we study, learn and practise, making the effort to serve others with our best

**Joyful** – we enjoy our work and seek to build others up, because we're designed to flourish together

### Character

As well as recruiting for talent, experience and expertise, we're interested in the character of our staff. We'd like to know how you demonstrate the following:

**Character for leadership** – you'll be self-aware and know what it takes to connect well with others, enabling you to inspire, challenge and support them.

**Character for teamwork** – you'll have strong interpersonal skills, loyalty to and respect for colleagues, and a collaborative style of solving problems through a shared sense of common mission and purpose.

**Character for followership** – you'll be committed to our vision and mission, and will constructively and proactively support these so we operate effectively.

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