

## Job Description

<b>Post</b>	<b>Trauma Healing Coordinator</b>
<b>Reports to</b>	<b>Trauma Healing Master Facilitator</b>
<b>Purpose of the post</b>	<b>To implement the Bible Based Trauma Healing training programme in Scotland.</b>

### Introduction

Bible-based Trauma Healing is a resource created and shared by the Trauma Healing Institute, part of the American Bible Society. Developed as a pastoral response to genocide more recently it has had an important impact globally in troubled times. In Scotland the ministry has grown significantly in the last four years, we now have over 180 trained facilitators running healing groups in church communities the length and breadth of the country.

### Summary of the essential duties and responsibilities

#### Training Courses

- Active participation in and delivery of Initial Training Courses, subject to qualifications gained.
- Develop a clear understanding of the Bible engagement principles of the course material and be able to effectively communicate them.
- Provide all required information to course attendees.
- Liaise with venue host to ensure smooth running of the residential courses.
- Maintain up to date knowledge of Trauma Healing Institute best practice and resources as required to ensure effective training of Trauma Healing volunteers in Scotland.

#### Administration of Training Courses

- First contact point for all enquiries regarding Trauma Healing.
- Provision of booking information and recording of details on Scottish Bible Society database and liaison with the Finance Department as required.
- Liaison with residential training venues on pricing, numbers attending and all guest requirements.
- Collation of schedules and all training materials.
- Maintaining adequate stock of course and group materials, including adaptation or printing of course books as required.
- Administration of Scottish group reports and submission to the Trauma Healing Institute.

### **Support of the Trauma Healing Volunteer Team in Scotland**

- To play an active role in the support and mentoring of Trauma Healing volunteers in churches communities.
- To provide ongoing information and updates on best Trauma Healing practice ensuring all volunteers are advised and aware.
- Working alongside colleagues to recruit and grow the team of volunteer group leaders in Scottish churches.

### **General Activities**

- Play an active role in the team dynamic of National Ministries and across the organisation.
- Undertake any other duties as required by the Director of National Ministries.

### **Working Conditions**

- Office hours Monday to Friday, with scheduled overnight commitments required when attending residential conferences.
- Hybrid work from home/office based arrangements in place during Covid 19.
- Flexible working hours can be agreed with line manger.
- Responsible with Director of National Ministries for ensuring that Health & Safety and Internet usage/IT Policies are adhered to.

At the Scottish Bible Society we are *mission focussed* and *Bible-centred*. These values are upheld by our staff team and encouraged with our volunteers.