

Job Description

Post	Trauma Healing Coordinator
Reports to	Trauma Healing Master Facilitator
Purpose of the post	Implement the Bible Based Trauma Healing training programme in Scotland.

Introduction

At Scottish Bible Society, we believe the Bible is a book to be shared with those who have experienced trauma. 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. Scottish Bible Society facilitate this training in Scotland which has grown significantly in the last four years: we now have over 220 trained facilitators running healing groups in church communities the length and breadth of the country. We are now looking for a Trauma Healing Coordinator to help us manage and grow this vital Bible ministry.

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 group reports and submission to the Trauma Healing Institute.

Support of the Trauma Healing Volunteer Team in Scotland

- Play an active role in the support and mentoring of Trauma Healing volunteers in church communities.
- Provide ongoing information and updates on best Trauma Healing practice ensuring all volunteers are advised and aware.
- Work 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.
- Flexible working hours can be agreed with line manager.
- Responsible with Director of National Ministries for ensuring that Health & Safety and Internet usage/IT Policies are adhered to.