

DIRECTOR OF TRAINING

Job Description

I. Title: Director of Training

II. Vision: The Charles Simeon Trust has this aim: to promote the growth of the gospel of Jesus Christ throughout the world by training an emerging generation of Biblical expositors.

III. Purpose: The Director of Training will carry out the initiatives and vision of the Charles Simeon Trust (CST), specifically concerning the Simeon Course on Biblical Exposition.

IV. Definition: He shall report to the Director of Ministries. He also shall be an active member of the team and be responsible to the Board of Directors.

V. Principal Responsibilities:

A. Simeon Course on Biblical Exposition

- with the Director of Ministries, oversee the Simeon Course on Biblical Exposition
 - manage recruitment and relationships
 - develop and maintain SCBE relationships with partner churches/organizations, seminaries, and marketing providers
 - manage all SCBE student relationships from registration to completion
 - grade “for credit” student assignments
 - maintain SCBE accreditation process and seminary partnerships
 - design and execute SCBE marketing/recruitment strategies for new students/groups
 - design and implement quality control metrics
 - develop Simeon Model/Course curriculum documentation
- assist the Director of Ministries in producing new SCBE implementations
 - help coordinate SCBE pilot groups for new courses
 - assist in producing SCBE in foreign languages (Spanish, etc.)
 - assist in producing fourth SCBE courses (Systematics, etc.)

B. Residential Training

- assist the Director of Ministries in producing a business plan for the launch of a residential training course
- assist the Director of Ministries in composing and beginning to execute plans for launching a residential training course

VI. Other Responsibilities

- as assigned by Executive Director, the Director of Ministries, and the Board of Directors

VII. General Responsibilities

- shall dedicate himself to prayer and study of the Word
- shall attend with regularity and maintain active membership in a local gospel-preaching church

VIII. Qualifications:

- agreement with the Corporation’s doctrinal statement (see Article III of Bylaws)
- master’s degree or equivalent experience in relevant field
- five years of relevant experience
- proficiency in office software (operating system, productivity software, email, etc.)



- proficiency in web/print design and implementation
- strong organizational and management skills
- strong oral and written communication skills
- ability to work with others or independently
- ability to follow through on tasks
- demonstrated character as outlined in 1 Timothy 3 and Titus 1
- demonstrated commitment to the vision of the CST