



FIELD EDUCATION AND INTERNSHIPS CO-ORDINATOR

PURPOSE

- To manage relationships with placement organisations and churches and facilitate quality field education/internship courses as part of Carey's academic programmes.
- To support students as they secure ministry placements as part of their Carey programme of study, and provide ongoing support to students within work-based ministry placements.
- To proactively support and oversee effective supervision relationships within those ministry contexts.

KEY RESPONSIBILITIES

1. Monitor the appropriateness of Carey's Field Education/Internship courses and initiate change processes where needed in partnership with Carey's Academic Director
2. Guide students in relation to their Field Education/Internship proposals
3. Liaise with supervisors to ensure consistent quality supervision
4. Support and assist students with all aspects of course assessment
5. Continually evaluate the aims of the course and identify relevant resources that support students to critically reflect on their work-based/ministry placement and associated learnings.
6. Maintain contact with students and supervisors through their Field Education/Internship arrangement as appropriate
7. Contribute to the ongoing review, planning and design of high quality field education courses and programmes

Relationships

Other than direct line reporting relationship; key working relationships include, but are not limited to the following:

- Students
- Supervisors
- Content developers (teachers)
- Baptist Union Regional Leaders
- Church Pastors
- Carey staff

KEY COMPETENCIES AND SKILLS

ESSENTIAL

- Proven experience in tertiary education, ideally with experience in work-based learning / internships



- Competent and confident in the use of systems and technology and supporting online and distance learning and teaching
- Excellent organisational and planning capabilities
- Demonstrated ability to build good relationships
- Excellent verbal and written communication skills

PREFERRED

- A relevant qualification
- Teaching experience

KEY ATTRIBUTES

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting challenges
- A sense of humour

OTHER

Some evening and weekend work may be required.