PLAN TO PROTECT®, PROVIDING THE HIGHEST STANDARD OF ABUSE PREVENTION AND PROTECTION FOR THE VULNERABLE SECTOR

Our mandate is to provide the tools, training and momentum to assist churches and organizations in providing child and youth protection and abuse prevention. We strive to also encourage churches to help rebuild the walls of protection for children within their communities.

We are the authors of Plan to Protect™

<table>
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<tr>
<th>Job Title:</th>
<th>Director of Education / Training</th>
<th>Date:</th>
<th>February 6, 2019</th>
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**Overview:**
The Director of Education reports to the President. This position will have general oversight and management of all areas of Training, which includes On-site and On-line Certification Training; Orientation, Refresher and Special Interest Webinars; and On-Line Training. Responsibilities also include overseeing marketing, and client management of Certified, National and License Trainers, homework assignments and coaches. Administrative assistant support available.

The role of the Director of Education and Training provides the candidate an opportunity to be creative, in inspiring and encouraging organizations and churches to achieve the HIGHEST standard of abuse prevention and protection. You will contribute in the growth of a company and share in the profits of the company. We are a small company with huge impact and potential. Our staff team of 10, our 30 National Trainers, and 7,500+ clients all love what we do and together we protect thousands of children, youth and vulnerable adults.

**Manages:**
Administrative Assistant for the Director of Training – (FT) Employee
On-Line Training Support – (PT) Employee
Lead Trainer (PT) Employee
National Trainers and Coaches (contract roles)

**Works With:**
Department Leads – Finance, Screening, Office Manager, Communications

**Reports to:** President

**Responsibilities:**

Ensures we:
- Meet training targets and goals
- Identify Instructors and National Trainers

Works in conjunction with President in the development and enhancement of:
- Orientation and Refresher Training
- Certification Training
• Existing Special Interest Webinar
• New Special Interest Webinars
• New Certification Training
• On-line Courses

**Oversees and Manages**
• On-site and On-line Certification Trainings,
  • Instructors and National Trainers
  • Training Team
  • Coaches

**In partnership with other department**
• Contributes to the training of new staff

**Responds in a timely manner to;**
• Training requests
• Questions raised by certified trainers and members
• Requests for training proposals

**Training Facilitator**
• On-Site Plan to Protect® Orientation and Refresher Training
• On-Site Certification training
• Conferences (seminars and keynotes)
• Marks assignments
• Coaching practicums

**Problem solves**
• Concerns raised by students, members and trainers
• On-line training concerns
• Evaluates feedback from training and determines priorities for raising the bar on training
• Ensures the compliance of trainers to Terms and Conditions, Copyright etc.

**Research & Development:**
• Researches and identifies creative methods of training including;
  • media clips, and images to be used in training ensuring permissions and licenses are secured for usage and distribution
• Participates in the design and development of training materials and PowerPoint’s, ensuring they are current and reflecting best practices, legal requirements and insurance standards
• Development of new courses
• Customizing of training for clients
• Best practices in abuse prevention, safety and protection (books, resources, tools) and share same with trainers
• Writes articles for PROTECT, monthly newsletters, blogs, and quarterly newsletters for Certified Trainers
Training Project Management and Event Planning:
- Oversees event planning for on-site training

Marketing
- Participate in implement training strategy in the ongoing planning of a comprehensive marketing infrastructure for the organization, which supports and reinforces corporate goals and strategies.
- Participates in the development of ‘campaign’ strategies, participates in the creation of various promotional pieces for training events
- Participates occasionally in exhibits and conferences

Client Management & Support:
- Work cross-functionally and collaboratively with communications, sales, and marketing and membership departments.
- Customer support and oversight of Certified and License Trainers
- Coach and provide customer service and maintain and update Sales Force Software
- Sends reminders to trainers whose certification is expiring and/or expired
- Oversee and participates in certification training assignments (updating SF)
- Works with internal stakeholders and, where required, external clients/suppliers to manage, track special projects related to sales and services

Administration:
Oversees staff responsible for
- Inventory of training supplies (banners, cards, promo items)
- Resources suppliers as required for training supplies
- Assists with the maintenance of interoffice Procedure Manual as it relates to the Training Department
- Works with Accounting Department
  - to ensure accurate invoicing to clients for all training (on-line, webinar & on-site),
  - ensure accurate payment of contract training staff,
  - in collections of overdue training accounts

Expectations:
- Proficient with computer & software- including MS office (PowerPoint, Word, Excell) with an ability to learn database software (Sales Force), and GoToWebinar/GoToMeeting
- To be able to work independently and honourably, maintaining required hours
- Effectively communicate with all staff & President, customers & suppliers
- Act with sensitivity and integrity to safeguard all highly sensitive and confidential information associated with this role.
- Participate/attend in staff meetings and corporate events (either in person or by Skype)
- Other duties as assigned
### Job Location:
Ontario: Accessible to the Stouffville Office

### Company Industry:
Consulting and Training

### Job Role:
Director of Education / Training

### Joining Date:
May 1, 2019

### Employment Status:
Full-time

### Employment Type:
Full Time

### Salary and Benefits:
- Salary to be determined.
- Generous Vacation based on years of experience
- One week of volunteer ministry week per year
- Option for Employee Stock Option
- At this time the company does not provide health benefits.

### Manages Others:
Yes

### Skills:

#### Qualifications:
- University degree in Education, Christian Education, or similar or five years professional experience in adult education
- Excellent communications skills – oral and written
- Knowledge of abuse prevention an asset
- Certified Trainer of Plan to Protect® - Strong Asset
- Knowledge of program delivery working with children and/or youth
- Superior interpersonal & networking skills
- Accuracy and attention to detail
- Highly developed organizational skills
- Strong ability to time manage and meet deadlines
- Maturity and high level of personal integrity and professionalism
- Able to work independently and as part of a team
- Well-developed internet, data base, e-mail and computer skills
- Strong analytical abilities and strategic thinking skills
- Able to work some flexible hours including evenings and/or weekends
- Willing to travel
- Exceptional Computer & software knowledge
- Creativity

### Conditions of Employment:
Employee Handbook
3 month probation

**Please sign indicating you have reviewed the job description and agree to the terms of contract employment**

### Printed Name

### Signature

### Name of President: Melodie Bissell

### Signature: 

**Dated this ____ day of ________________, 2019**