



### Job Description

<b>Post</b>	<b>Trauma Healing Programme Manager</b>
<b>Reports to</b>	<b>The Head of Trauma Healing</b>
<b>Purpose of the post</b>	<b>To coordinate and implement the Bible Based Trauma Healing programme in Scotland.</b>

#### 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 global 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 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 programme manager to help us manage and grow this vital Bible ministry.

#### Summary of the essential duties and responsibilities of the post

##### Management Oversight of the Trauma Healing Team in Scotland

- Recruit and grow the team of volunteer group facilitators in Scottish churches.
- Responsible for the management and deployment of trained and training facilitators.
- Pastorally support and act as supervision for facilitators.
- Regular one to one meetings with the core team of volunteer master facilitators.

##### Delivery of Training Courses

- Responsible for delivery of Initial and Advanced training courses.
- Liaison with THI and/or Scottish team, to ensure adequate trainer provision.
- Provide all required information to the training team.
- Recruit venue host for the week to ensure smooth running of the week.
- Maintain up to date knowledge of THI practice and resources as required to ensure effective training, leadership, and direction of Trauma Healing in Scotland.

##### Community of Practice

- Set-up support groups for leaders (Communities of Practice) in regional areas across Scotland.
- Provide suggested resources materials for regional CoP meetings and record appropriately.
- Organise and host an annual joint Community of Practice, inviting all Scottish based Trauma Healing practitioners to attend.
- Organise Trauma Healing speaker or specialists to attend annual conference(s) providing teaching, encouragement, and vision of the global movement.



- Attend, on behalf of SBS and as appropriate, the global CoP or Webinar when held by the Trauma Healing Institute.

#### **Liaison with Trauma Healing Institute**

- Ensuring delivery of the programme in Scotland is compliant with THI guidelines and training.
- Submission of course reports to THI system.
- Administration of Scottish group reports and submission to THI.

#### **Administration of Training Courses**

- 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.

#### **Marketing**

- When appropriate liaise with the SBS Communications Team in the promotion of Trauma Healing in Scotland.
- Provide appropriate copy for SBS publications and marketing resources.
- Provide appropriate testimonial story of Trauma Healing in practice to outside publications and public representation.
- Speak at church meetings and public events on Trauma Healing.
- Provide accurate information for other SBS speakers to use when speaking at church and public events.

#### **General Activities**

- Play an active role in the team dynamic of National Ministries and the wider SBS team.
- Undertake any other duties as required by the Head of Trauma Healing.

#### **Working Conditions**

- Office hours Monday to Friday, with scheduled weekend commitments as required, including overnight if attending residential conferences, etc.
- Hybrid working arrangements are in place as appropriate.
- Responsible with Director of National Ministries for ensuring that Health & Safety and Internet usage/IT Policies are adhered to.