



Principal | School of Ministry

Position: Principal

Hours: 40+ hours/week (Monday-Friday)

Classification: Full-Time, Salaried

JOB SUMMARY:

The School of Ministry Principal helps to develop and carry out the vision and strategy for a cross-cultural training program in cooperation with the leaders of Bold Ventures. Our goal is to train and send pioneer workers to make disciples and multiply churches among peoples where the Gospel has not yet taken root.

While this description outlines our vision for the role, we are sensitive to the need for flexibility, seeking an individual who can adapt as school & ministry needs grow & expand.

QUALIFICATIONS & SKILLS:

Minimum Qualifications:

- **Education:** Master's Degree in Christian Education, Christian Ministry, or similar ministry-related field (i.e. Divinity, Practical Ministry, Missiology)
- **2+ Years of Experience in Ministry School:** Proven competence teaching and training within a church/ministry school setting or similar role (i.e. Bible college, Church Leadership Training Program).
- **Organizational Leadership Experience:** Demonstrated leadership skills in guiding and managing employees, teachers, students, and volunteers.
- **Cross-Cultural Experience:** Experiential understanding of cross-cultural dynamics in evangelism and church planting from outreach/mission trips or other international ministry.
- **Language Proficiency:** Demonstrated fluency in two+ languages (English & Swahili preferred).
- **Social & Emotional Awareness in Interpersonal Conversations:** Strong understanding of social & team dynamics to provide effective leadership for teachers and students alike.
- **Administrative Capacity:** Proven competence in handling administrative tasks including curriculum development, scheduling, and managing budgets and resources.
- **Proximity:** Ability to self-transport or relocate close to Bold Ventures' School of Ministry in Businsi-Bugiri, Wakiso.

RESPONSIBILITIES & ASSOCIATED TASKS:

Program Development - 30%

- **Policy & Procedure:** Design and improve all school-related manuals, documents and forms
- **Training Process:** Craft specialized equipping for effective cross-cultural workers on the field
- **Curriculum & Classes:** Develop individual training modules that fit well within overall training.
- **Classroom Space:** Work with leadership to place groups of students in appropriate space (currently under construction)
- **School Logistics:** Design schedules, breaks, and annual calendar with all related considerations for student well-being.
- **Student Enrollment:** Create processes for student applications, interviews, and intakes

School Management - 25%

- Sourcing & hiring teachers, trainers, and other school-related personnel.
- Overseeing program & teacher work schedules.
- Handling student recruitment and enrollment
- Responsibility for school logistics: feeding, accommodation, field training
- Planning, coordinating, executing & reporting for School events

Administration - 20%

- Oversight of Certificate Course, including ongoing improvements to curriculum and program effectiveness.
- Oversight of school budgets, resources, and student accounts.
- Regular reports of student, teacher, and school progress
- Organizing, filing, and record keeping

Teaching & Training - 15%

- Stepping into classroom & meeting gaps as required

Team Participation - 10%

- Participate in regular staff meetings, prayer times, and other staff events as requested.
- Participate in appropriate retreats and conferences
- Read, listen, watch, research, resource and equip yourself to lead and serve others well.
- Maintain up-to-date calendar and general communication with staff via phone, email, and Google Chat as needed.

SUPERVISORY:

Immediate Supervisor: Executive Director

Supervisory responsibilities for: Teachers, School Administrators, Cooks, and other school-related personnel

What we offer:

- Team-centered, collaborative environment that prioritizes spiritual, emotional, & mental well-being
- Mission-focused work that celebrates Kingdom advance while enjoying each other's company.
- Competitive salary and savings plan.
- Health medical benefits (for employees only)
- Organization-owned Laptop and all other necessary work-related equipment
- Staff lunches, retreats, and participation in ministry conferences

Posting Date: 27 June, 2024

Application Deadline: Open until position filled

Anticipated Start Date: July/August, 2024

Starting Pay Rate: Dependent on background & experience, to be discussed during interview process.

Work Schedule: Monday-Friday. This role requires on-site management during all regular school hours, in addition to weekend/evening hours as needed for specific events.