

MISSIONS INTERLINK SHORT-TERM TRAINING (MIST)

Role Description – MIST State Coordinator

Besides fulfilling the requirements for a MIST facilitator, the MIST State Coordinator needs to have the following characteristics and qualities:

- Leadership capacity – ability to lead the team of facilitators.
- Training – ability to train new facilitators regarding session material and adult learning methods, as well as resourcing ongoing training/mentoring in adult education.
- Organisational skills – Although many tasks may be delegated to other members of the team, MIST involves a great deal of organisation including recruiting facilitators, arrangements regarding catering, registration, accommodation, and a range of other related matters.

Key Tasks include:

Lead team in preparing and running MIST courses

- Recruit and select appropriate facilitators
- Ensure that the MIST team complies with and operates at all times in conformity with AEA policies and relevant procedures, Missions Interlink Regulations and Standards, and MI State Guidelines.
- Allocate sessions to facilitators according to strengths/gifts/experience via a timetable
- Ensure facilitators have access to all MIST resources
- Ensure accommodation, registration and catering arrangements are made
- Ensure all compulsory sessions are delivered at MIST (set out in the MIST Facilitator's Manual Guiding principles for facilitators and in the MIST State Coordinator's Report Form)
- Ensure appropriate cross-cultural outfits and material for experiential learning are provided
- Ensure MIST Participants Manuals are printed and other learning resources are provided

Promote MIST

- Utilise all resources provided by the MIST National Coordinator to promote MIST including the use of high quality MIST Brochures, Flyers and Facebook page
- Utilise all advertising opportunities including those provided by MI on the MI Website and in MI Bulletins



Relationship to MI

- Ensure that, as the MIST State Coordinator, they are compliant with all MI requirements (eg. scanned copies of a Volunteer's Agreement and Police Check are sent to the MI Office)
- Ensure that all facilitators are compliant with all MI requirements (eg. if underage participants attending MIST, scanned copies of WWCCs are sent to the MI office)
- After each MIST send data including numbers attending MIST, agencies and churches represented by participants and facilitators via the MIST State Coordinators Report Form (available on the MI website - MIST National Resources page) to the MIST National Coordinator
- Attend the MI SLT (Missions Interlink State Leadership Team) meetings and provide MIST reports

Improve facilitation skills of facilitators

- Ensure that your team have completed the MI adult education online training modules, preferably with others, so as to increase the effectiveness of the training
- Encourage all facilitators to continue facilitation skill development by attending courses such as TOT (Training of Trainers) when they are available
- Set up mentoring, self-review and/or peer-review for each facilitator in your team

Maintain and improve MIST resources

- Ensure that all facilitators are using the latest versions of the MIST Resources (available on the MI website – MIST National Resources page)
- Ensure that any proposed changes (by facilitators in your team) to the MIST delivery achieve the learning outcomes of the session involved, and that adult education methods are being employed in the session (including catering for different learning styles)
- Ensure that all facilitators are familiar with the MIST Pre-reading, MIST Additional Reading and MIST Preparation Activities (available on the MI website – MIST National Resources)
- Report any changes made to the delivery of your state MIST to the MIST National Coordinator as soon as possible after MIST for consideration for permanent inclusion in the MIST Facilitators Manual, at the next MIST National Meeting, held annually
- Attend the MIST National Meeting (or send a representative) to discuss proposed changes (submitted by each MIST team) to the MIST Resources and a range of other national concerns