***MISSIONS INTERLINK SHORT-TERM TRAINING (MIST)***

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| **Role Description – MIST National Coordinator** |

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

* Leadership capacity – ability to lead the team of MIST State Coordinators.
* Training – ability to resource MIST State Coordinators to train new facilitators regarding session material and adult learning methods, as well as resourcing ongoing training/mentoring in adult education.
* Strategic Thinking –as the MIST National Coordinator continues to shape MIST, ensuring its relevance to current mission preparation. This includes forward thinking.
* Organisational skills – leading MIST nationally involves a great deal of organisation including organising the MIST National Meeting, providing adequate training for facilitators, ensuring the quality of the MIST Resources are preserved and improved, ensuring an adequate audit cycle, reporting to MI NLT and a range of other related matters.

## Key Tasks:

**Relationship to MI**

* Collect, collate and send data regarding numbers attending MIST in every state, as well as agencies and churches represented by participants and facilitators, to MI NLT (Missions Interlink National Leadership Team).
* Report to MI NLT regarding National MIST matters.
* Collect copies of Volunteer Agreements and WWCC or equivalent for all MIST Facilitators from each MIST State Coordinator and send onto MI. [MI will store records in the database and will set up a reminder about the expiration date. MI will inform you and the MIST State Coordinators/Facilitators when WWCCs need to be renewed.]
* Ensure that MIST Teams are sending a member as MI Liaison to the MI SLT (Missions Interlink State Leadership Team) meeting. The MI Liaison will be responsible for providing MIST reports to the MI SLT.

**Improving facilitation skills of facilitators**

* Ensure that all MIST State Coordinators organise their teams to do the 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
* Ensure that each MIST State Coordinator sets up mentoring, self-review and/or peer-review for each facilitator in their team

**Improving MIST resources**

* Ensure that a National MIST meeting occurs once a year (in person or via Skype) during which the state representatives discuss proposed changes to the MIST Resources including the MIST Facilitators Manual, MIST Participants Manual and the MIST PowerPoints.
* Ensure that copyright permissions have been granted for all our pre-reading materials etc.

**Improving consistency across the states**

* Make available all resources required for state MISTs in an easily accessible form (currently on the MI Website)

**Promote MIST**

* Make available all resources required by MIST State Coordinators to promote MIST including high quality MIST Brochures, Flyers and Facebook page
* Make available all advertising opportunities including those provided on the MI Website and in MI Bulletins