

<b>Job Title:</b>	<b>Manager, Curriculum and Instructional Design</b>
<b>Job Grade:</b>	<b>Manager</b>
<b>Reporting to:</b>	<b>Head, ENGAGE</b>
<b>Employment Type:</b>	<b>Full Time (2-Year Contract, renewable)</b>
<b>Type of Position:</b>	<b>New</b>
<b>Date:</b>	<b>2 Jan 2024</b>

### **About BGST**

**Biblical Graduate School of Theology (BGST)**'s aspiration is that all Christians may become effective ambassadors for Christ at work, Church, and society, wherever God has called them. We do so by providing flexible, relevant, and quality theological education that draws upon Scripture, Christian tradition, and integrative studies. BGST training is marketplace oriented, integrative, and grounded on spiritual formation so that Christians may become theologically mature as they are professionally competent.

### **Summary of Position**

BGST is looking for a suitable candidate to fill the position of Manager, Curriculum, and Instructional Design (MCID). The MCID must share the vision and mission of the school. The incumbent's responsibility is to develop educational materials suitable for BGST's target audiences. These range from students in BGST's postgraduate programmes to those in its ENGAGE initiatives. All these is to support BGST's transformation into school for equipping marketplace leaders and disciples.

He/ she will also engage both internal and external stakeholders, such as faculty, students, alumni, associate lecturers, educational partners, and vendors of BGST.

### **Key Roles and Responsibilities**

1. Develop training materials suitable for BGST's different target audiences, from postgraduate students to churches adopting BGST's Marketplace Discipleship Ecosystem (MDE). This includes collaborating with BGST Faculty and content developers, media producers, motion graphics artists and freelance vendors to conceptualize, design and produce the required course videos and collaterals.
2. Provide churches with training needs analysis, educational consulting, and aftersales services and improvements to help them adopt the MDE.
3. Implement and manage a digital learning platform for the MDE.



### **Qualification and Experience**

- Minimum academic qualification of a degree and above. A minimum qualification of Graduate Diploma in Theological Studies is an advantage.
- More than 5-years' experience in Christian education and discipleship, with demonstrated proficiency in conceptualizing and running equipping programs at the local church level.
- Demonstrated competency in storyboarding, scripting and communications, and digital media production.
- Demonstrated competency in educational pedagogy, with understanding of learning management and student management systems.
- Good IT skills to handle web learning and student management platforms.
- Good project management, relational and communication skills.
- Able to work well in cross-functional teams and in collaboration with external partners and/or vendors.

The candidate should send his / her resume to [laipw@bgst.edu.sg](mailto:laipw@bgst.edu.sg) or the address indicated below.