

Role Title:	RI Area Coordinator (<i>RI: Religious Instruction</i>)
Department/ Team:	Relevant geographical zone
Location:	Various areas
Reports to:	Field Development Manager

SU Australia's Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

SU Australia is part of the worldwide Scripture Union movement, a movement of Christians working with churches to make God's Good News known to children, young people, and families and to encourage people of all ages to meet God daily through Bible reading and prayer. (su.org.au)

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 staff and thousands of volunteers, working with churches, and serving in communities in all states and territories across Australia.

All SU Australia staff and volunteers are empowered and equipped to champion a child safe culture and are committed to the highest standards of safety and care in our work with children, young people, and families.

Purpose of Role

The RI Coordinator works in collaboration with a local Christian RI Board. The incumbent is responsible for coordinating the activities of a team of Christian RI volunteers in school settings. The incumbent will also conduct their own classroom practice, preparing lesson plans and student materials in compliance with a curriculum, and teaching Christian RI in a high-quality manner to meet the needs of the students. The Coordinator will also build networks with local churches to promote Christian RI and support funding of Christian RI in the local area.

The incumbent will contribute to the nurturing of a child safe culture and working environment.

Key Relationships

Internal Stakeholders	<ul style="list-style-type: none"> • Field ministry workers and SU volunteers in the local area • Christian RI volunteers • SRE Specialist and the SU Equip team
External Stakeholders	<ul style="list-style-type: none"> • Local Christian RI board • School Principals, school line management and other school staff • Local churches

Key Accountabilities (*The specific duties undertaken by each incumbent may vary depending on the needs of the local Christian RI Board, the school/s and SU*).

Accountability areas	Responsibilities
1. Christian RI volunteer coordination	<ul style="list-style-type: none"> Recruit, supervise and support volunteer Christian RI instructors who deliver Christian RI in schools. Maintain accurate Christian RI instructor records, including a list of Christian RI instructors at each school and their contact details. Inform Christian RI volunteers in regard to all requirements of the relevant Department of Education, and fulfilling all requirements of their authorised religious (local church) leader, including training and curriculum requirements. Establish and communicate clear expectations about the role and necessary level of commitment. Where appropriate, liaise with school line management to determine available time slots to teach Christian RI. Provide guidance and mentoring for volunteer Christian RI instructors; and refer to their own pastors as needed. In cooperation with the local Christian RI board, ensure that the Religious Instructor Approval Letter for each school is up to date and received by SU. Liaise with and be informed by peak bodies associated with Christian RI in schools eg CRIAQ, QCRIN.
2. Christian RI communication	<p><i>Communication with school communities</i></p> <ul style="list-style-type: none"> With the consent of the Principal, inform the school community as to the nature, purpose and value of Christian RI through means such as parent information sessions, school newsletters, letters or conversations. <p><i>Communication with Christian RI instructors to school</i></p> <ul style="list-style-type: none"> Ensure the smooth running of Christian RI in schools by informing volunteer instructors to: <ul style="list-style-type: none"> Be prompt for lessons; Inform the school if unable to find a replacement for a class; and Sign in at the school office.

3. Own classroom Christian RI practice	<ul style="list-style-type: none"> • Teach quality Christian RI using authorised and endorsed material, applied and adapted to the context and learning needs of the specific students. • Prepare lesson plans and student material in compliance with a curriculum and teaching materials authorised by the Christian RI board participating churches and endorsed by SU.
4. Optional Christian RI seminars/ concerts/ presentations	<ul style="list-style-type: none"> • Coordinate larger or whole school presentations if necessary, in cooperation with authorised local church volunteers and in compliance with policies of the relevant Department of Education.
5. Church networking	<ul style="list-style-type: none"> • Liaise between churches in the catchment area. • Deliver presentations and participate in interviews at local church services to promote Christian RI as directed by the Christian RI board.. • Work with Board members, local Ministers and other interested parties to support them in funding Christian RI.
6. Professional development	<ul style="list-style-type: none"> • Attend regular professional development opportunities, including SU Christian RI professional development. • Participate in training provided by the relevant Department of Education as required by the school/s.
7. Christian RI and schools compliance	<ul style="list-style-type: none"> • Maintain all compliance requirements for a Christian RI instructor as required by the relevant Department of Education and SU. • Ensure all compliance activities are completed prior to the start of the school year.
8. Team contribution	<ul style="list-style-type: none"> • Attend compulsory training, development and SU Conference and events (including occasional nights away) • Demonstrate behaviour in line with a child safe culture • Comply with WHS requirements, policies and procedures (including those of the relevant Department of Education if working in a school setting) • Protect own health and safety • Protect the safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Certificate IV of Theology/Ministry or higher (or progress towards)
- Education qualifications are desired (but not essential)
- Experience in preparing lesson plans and facilitating learning experiences for children (preferably with material of a Christian/Biblical nature)
- Personal, mature Christian faith with an ability to explain Christian doctrine and Biblical teaching to young people
- Experience in leading a small group of people (either employees or volunteers)

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to plan and deliver learning experiences to young people in an engaging manner • Experience in leading a small group and nurturing an encouraging team environment • Ability to network with external parties to promote Christian RI and assist with fundraising activities
Communication (verbal and written)	<p>Using effective interpersonal skills to present ideas and views to individuals or groups (including nonverbal communication). Targeting presentations to the characteristics and needs of the audience (should the role require giving presentations).</p> <p>Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.</p>
Continuous improvement	<p>Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.</p>
Customer service	<p>Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.</p>
Problem solving	<p>Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.</p>

Rapport building	Proactively developing relationships in all settings relevant to your role, with people across all age groups and cultural backgrounds.
Self-management	<p>Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. This includes:</p> <ul style="list-style-type: none"> • Maintaining and promoting social, ethical and organisational norms in line with a Christian ethos; • Taking actions that indicate a consideration for the feelings and needs of others; being aware of the impact of one's own behaviour; • Maintaining stable performance under pressure and managing one's own stress effectively; • Handling disappointment and/or rejection while maintaining effectiveness; • Demonstrating perseverance by staying with a plan of action until the desired objective is achieved or is no longer required; and • Being open to change and willing to adapt to new directions; adapting working style to blend with changes; and articulating workplace concerns in a respectful and constructive manner.
Teamwork	Active participation in team effectiveness. Taking actions that demonstrate consideration for the feelings and needs of others. Being aware of the effect of one's behaviour on others. Proactively developing relationships. Using appropriate interpersonal styles and methods to inspire, guide and persuade others toward goal achievement. Working independently to a high performance standard when required.
Time management	Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks required by others when necessary. Considering other people's needs when determining order of work to be completed. Being proactive.

Additional Requirements

SU Australia requires that the incumbent:

1. agree with, and agree to work under, the aims, beliefs and working principles of SU

2. be able to demonstrate a living and personal relationship with Jesus Christ
3. be able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respectable member of a local Christian church we recognise
5. be in receipt of a current positive Working With Children Check for the purposes of child related employment
6. be willing to work under SU Australia's Conduct and Behaviour Standards

Developed by	SRE Specialist and Schools Ministry Specialist
Approved By	Group Manager, People Services
Effective Date	December 2022