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| Role Title: | Senior Ministry Coordinator |
| Department/ Team: | Operations |
| Location: | Various settings across Australian States and territories |
| Reports to: | Regional Director |

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

Along with the other Ministry Coordinators in the Region, you will facilitate the operation, growth and development of SU camps and events, as well as the oversight and development of volunteer leaders on these programs. As the Senior Ministry Coordinator, you will provide leadership and support for the frontline ministry staff in your portfolio. You will also develop communities of practice, both locally and nationally with internal and external stakeholders. This is to be conducted within the values and guidelines of SU Australia.

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

Key Relationships

Primary Internal Stakeholders

- Regional Director
- Ministry Coordinators
- Field Development Managers in the Region
- Support teams - Support Hub, Finance, Engagement and SU Equip

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| Other Internal Stakeholders | <ul style="list-style-type: none"> • SU Australia Volunteer Team Leaders and Team Members • People Services |
| External Stakeholders | <ul style="list-style-type: none"> • Parents of SU Australia camp attendees • Campsite and activity providers • Local church leaders • Community leaders |

Key Accountabilities (Each Ministry Coordinator may not necessarily undertake all the duties listed below. All incumbents will encompass Accountability areas numbered 1 and 9-11).

| Accountability areas | Responsibilities |
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| 1. Spiritual leadership | <ul style="list-style-type: none"> • Providing spiritual leadership and support for the ministry team. • Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer. • Seeking to follow Christ and his example in your relationships, decision-making and conduct. • Contributing to building a culture where our people consider themselves followers of Christ first and Christian leaders in their community/place of work second. • Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives. |
| 2. Leadership of Ministry Coordinators | <ul style="list-style-type: none"> • Conduct regular meetings with Ministry Coordinators in the portfolio to guide, assist and support team members. • Ensure team members are aligned with local and SU Australia objectives. • Attend to team leadership responsibilities as outlined further below. |
| 3. Participation in the leadership team for the Region. | <ul style="list-style-type: none"> • Actively contribute to the senior leadership team in the Region. • Provide practical support and assistance in ministry areas outside the portfolio area. |
| 4. Church and community engagement | <ul style="list-style-type: none"> • Engage the broader ministry communities in the Region to create and develop ways in which SU Australia can serve them. • Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships. • Ensure churches and their people view SU Australia as an excellent avenue to volunteering and investing in the lives of children and young people • Ensure businesses, local government and other community groups have a deep respect for the work of SU Australia in the community |
| 5. Coordination of SU Camps, Missions & Events | <ul style="list-style-type: none"> • Recruiting, training and developing Team Leaders • Creating a network of Team Leaders and volunteers as a place of belonging, encouragement and peer learning and support. • Providing pastoral care for Team Leaders and volunteers. |

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| | <ul style="list-style-type: none"> • Gathering camp information from Team Leaders for seasonal promotion. • Offering specialist advice, resources and training to volunteers as required. • Assisting Team Leaders to implement SU Australia guidelines and policies in the field, including reviewing Permission to Proceed for camps and events • Assisting Team Leaders to plan and develop a well-run program. • Keeping informed of best practice and new initiatives in camping and integrating them into SU Australia camps and missions. • Ensuring that camp volunteers are appropriately screened and trained under SU Australia guidelines. |
| 6. Facilitate the growth and development of current and new camping and mission initiatives | <ul style="list-style-type: none"> • Evaluating cultural trends and societal needs and opportunities and developing new camps to meet these needs in propagating Christian teaching and beliefs. • Work with the Regional leadership team in the formation of strategic direction and planning for growth in camps, missions and events. • Identifying and following up with individuals and contacts who could grow particular events. • Identifying, following up and envisioning potential Team Leaders and assisting them to develop new camps, missions and events to propagate Christian teaching and beliefs. • Coordinate training to facilitate growth and strengthen teams. |
| 7. Coordinate volunteer pathways and engagement | <ul style="list-style-type: none"> • Provide support, equipping and mentoring opportunities for volunteers. • Identifying training needs of volunteers and Team Leaders. • Linking with the SU Australia emerging leadership development program, develop and follow up potential Junior Leaders, volunteers and Team Leaders. • Ensuring that volunteers are thanked appropriately. |
| 8. Promotion of SU Australia Camps | <ul style="list-style-type: none"> • Working with the Marketing and Production team and Regional Leadership, develop and implement a marketing plan for camps, missions and events in a variety of contexts. The marketing plan is to address the needs of individuals, churches and outside organisations. • Working with Support Hub and Mission Systems, ensure the camps, missions, volunteer and events mailout list is being maintained and developed, working to ensure that materials go to the right people. |
| 9. Team leadership | <ul style="list-style-type: none"> • Ensure team members have a clear understanding of their role within the broader department objectives, and they receive the training resources, feedback and support necessary to excel at their role. • Ensure the department/team delivers on the relevant objectives outlined in the SU Australia Strategic Plan. • Provide leadership in relation to child safety by acting as a role model and ensuring that all team members demonstrate behaviour in line with a child safe culture. • Monitor the health, well-being, welfare and morale of the team/department. • Prioritise, delegate, oversee and coordinate the day-to-day operational and administrative functions and lead the team to promote acceptable service delivery standards. |

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| | <ul style="list-style-type: none"> Oversee the equitable distribution and balance of workload. Identify and manage performance issues. Escalate serious or ongoing issues to the relevant Executive and People Services for guidance. Undertake regular meetings, conduct training and arrange professional development activities for team members. |
| 10. Risk and compliance | <ul style="list-style-type: none"> Understand and comply with obligations with the Health & Safety Policies, Guidelines & Procedures, particularly about reporting all hazards and incidents. Maintain a section free from discrimination in support of federal and state legislation and internal policy. |
| 11. Team contribution | <ul style="list-style-type: none"> Contribute to the immediate team and the broader teams in SU. Participate in SU devotion activities including prayer retreats. Contribute at team meetings. Participate in wider organisation-based activities and learning opportunities. Demonstrate behaviour in line with a child safe culture. Comply with WHS requirements. Protect own health and safety. Protect the safety of others. Report hazards, risks and all incidents. |

Qualifications and experience

- Minimum of two (2) years' experience in ministry leadership or equivalent, including experience leading and developing a team, preferably within a not-for-profit environment.

SU's Leadership and Management Competency Framework contains a complete list of all competencies required of SU's leaders. The most critical competencies for this position are included in the tables below.

Management competencies

| Competency areas | Definitions |
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| Technical / Professional | <ul style="list-style-type: none"> A demonstrated commitment to the Christian faith. An understanding of the core teachings of the Bible and an ability to articulate these teachings appropriately and apply them in personal circumstances. A commitment to work with various Christian denominations and an appreciation for the theological issues important for working in an inter-church context. Relationship building and networking experience, preferably within a church-related environment. Ability to develop, mentor and support a small team. |
| Planning and organising | <ul style="list-style-type: none"> Establishing a course of action for self and/or others to accomplish goals. Prioritising the work of the team appropriately. Monitoring team workload and taking corrective action when required. |

| Leadership competencies | |
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| Competency areas | Definitions |
| Child Safety Awareness and Leadership | <ul style="list-style-type: none"> • Inspires a commitment to child safety, child wellbeing and cultural safety. • Role models behaviour for team members and others in the organisation that demonstrates the value of children and young people. |
| Devoted follower of Jesus | <ul style="list-style-type: none"> • Devoted to following Jesus, and meeting God daily in the Bible and prayer. • Humble and seeks to serve others through leading, as Jesus modelled to us and taught his disciples. • Works from prayer and the Holy Spirit, and not only personal capability and human wisdom. • Exhibits the fruit of the Spirit in life and leadership. |
| Environmentally and contextually aware <ul style="list-style-type: none"> • Builds networks • Situational adaptability • Organisational savvy | <ul style="list-style-type: none"> • Picks up on situational cues and adjusts in the moment. • Readily adapts personal, interpersonal, and leadership behaviour. • Understands that different situations may call for different approaches. • Maintains relationships across a variety of functions and locations. • Draws upon multiple relationships to exchange ideas, resources, and know-how. • Deals comfortably with organisational politics and knows who has respect, and influence. |
| Nimble learning and effective decision-making | <ul style="list-style-type: none"> • Learns quickly when facing new situations. • Takes on the challenge of unfamiliar tasks. • Extracts lessons learned from failures and mistakes. • Makes sound decisions, even in the absence of complete information. • Relies on a mixture of analysis, wisdom, experience, and judgement when making decisions. • Considers all relevant factors and uses appropriate decision-making criteria and principles. • Recognises when a quick 80% solution will suffice. |
| Demonstrates Self awareness | <ul style="list-style-type: none"> • Reflects on activities and impact on others. • Proactively seeks feedback without being defensive. • Is open to criticism and talking about shortcomings. • Admits mistakes and gains insight from experiences. • Knows strengths, weaknesses, opportunities, and limits. |
| Demonstrates Other-awareness <ul style="list-style-type: none"> • Values Differences • Interpersonal Savvy • Balances Stakeholders | <ul style="list-style-type: none"> • Seeks to understand different perspectives and cultures. • Applies others' diverse experiences, styles, backgrounds, and perspectives to get results. • Builds rapport in an open, friendly, and accepting way. • Builds constructive relationships with people both similar and different to self. • Balances the interests of multiple stakeholders. |

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| Cultivates collaboration and innovation <ul style="list-style-type: none"> • Collaborates • Cultivates Innovation • Optimises Work processes | <ul style="list-style-type: none"> • Works cooperatively with others across the organisation to achieve shared objectives. • Credits others for their contributions and accomplishments. • Gains trust and support of others. • Introduces new ways of looking at problems. • Can take a creative idea and put it into practice. • Encourages diverse thinking to promote and nurture innovation. • Knows the most effective and efficient processes to get things done, with a focus on continuous improvement. |
| Communicates effectively | <ul style="list-style-type: none"> • Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels. • Attentively listens to others. • Adjusts to fit the audience and the message. • Provides timely and helpful information to others across the organisation. • Encourages the open expression of diverse ideas and opinions. • Responds effectively to the reactions and positions of others. |
| Manages conflict productively | <ul style="list-style-type: none"> • Sees conflict as opportunities. • Facilitates breakthroughs by integrating diverse views and finding common ground or acceptable alternatives. • Settles differences in productive ways with minimum noise. |
| Problem solves for success | <ul style="list-style-type: none"> • Creating a climate where people are motivated to do their best to help the organisation achieve its objectives. • Structures the work so it aligns with people's goals and motivators. • Empowers others. • Makes each person feel his/her contributions are important. • Invites input and shares ownership and visibility. |

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

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| Developed by | People Services Team |
| Approved By | Group Director, Operations |
| Effective Date | August 2023 |