

Role Title:	Regional Ministry Support – School Camping Fieldworker
Department/ Team:	Operations
Location:	Western Region
Reports to:	Regional Director (or other role as designated by the 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

Regional Ministry Support incumbents provide field and administrative support to the Regional Director, their leadership team, and other roles within the region. The duties undertaken by each incumbent may vary from region to region. This Role Statement is intended to cover the broad range of duties that a Regional Ministry Support incumbent may encounter, as well as acknowledge that undertaking the School Camping Fieldworker role will be the primary duty as and when these events occur.

You believe that children and young people are precious and you will contribute to nurturing a culture and commitment to their safety within SU.

Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> ● Regional Director ● Manager, Schools ● Field Development Manager ● Equipment Officer
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Other Internal Stakeholders	<ul style="list-style-type: none"> ● Geographe campsite staff ● Holiday Camps Coordinator ● Field staff and volunteers ● Interns
External Stakeholders (depending on the incumbent's duties)	<ul style="list-style-type: none"> ● Donors ● Venues and suppliers for events ● Maintenance personnel attending the local office ● Department of Education staff members ● Activity providers

Key Accountabilities (Each Regional Ministry Support incumbent may not necessarily undertake all the duties listed below).

Accountability areas	Responsibilities
<ul style="list-style-type: none"> Spiritual leadership (<i>under guidance from the Western Region senior leadership team</i>) 	<ul style="list-style-type: none"> Providing spiritual leadership and support for the School Camping 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.
<ul style="list-style-type: none"> Administration – Camps and general events 	<ul style="list-style-type: none"> Confirm camp bookings and verify payments. Work with school personnel to develop the specific camp program. Adequately resource the camp and ensure camp logistics run smoothly. Complete post camp evaluation and wrap up, including finances and payables. Ensure equipment from camps is put away appropriately and damaged equipment highlighted according to processes. Provide administrative assistance to the Regional Director and other regional staff as directed.
<ul style="list-style-type: none"> Events 	<ul style="list-style-type: none"> Assist with the planning and execution of events for the Region.
<ul style="list-style-type: none"> Leadership 	<ul style="list-style-type: none"> Lead and equip camp teams for the task, incorporating pre camp meetings, discussion of mission, education and camping purposes, explain and train for the role and build the team. Present the Christian gospel on camps appropriate to the school (including leading small groups and Bible presentations), through formal Christian education/ input/ faith-sharing, including personal faith testimony. Facilitate the team in developing caring relationships with students and teachers. Provide pastoral care and spiritual guidance to the School Camping team, staff and students. Recruit volunteers for each camp in liaison with the Manager, Schools and Coordinator, to complement available staff and interns. Run training for camping interns and volunteers as required. Assist the Equipment Officer in maintaining and storing SU equipment. Keep abreast of developments in outdoor education, leadership development, camping and mission theory and practice and integrate them into School Camping programs. Work with the Manager, School and other Fieldworkers on development strategies for the ministry.

<ul style="list-style-type: none"> • School and community engagement 	<ul style="list-style-type: none"> • Connect with schools and local churches near each camp under the guidance of the Manager, Schools to build links and include local volunteers. • Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships in each cluster. • Ensure churches and their people view SU as an excellent avenue to volunteering and investing in the lives of children and young people. • Ensure schools, businesses, local government and other community groups have a deep respect for the work of SU in the community.
<ul style="list-style-type: none"> • Team organisation (<i>under guidance from the Western Region senior leadership team</i>) 	<ul style="list-style-type: none"> • Plan and provide orientation and induction of new team members for their role. • Plan and facilitate the development and coordination of training for the team. • Review performance against goals and establish an annual development/learning plan with each team member. • Monitor attendance and approve leave arrangements. • Revise Role Statements annually with guidance from the relevant Executive and People Services. • Develop and maintain documented procedures and recommend improvements as necessary.
<ul style="list-style-type: none"> • Team leadership (<i>under guidance from the Western Region senior leadership team</i>) 	<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. • 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.
<ul style="list-style-type: none"> • Risk and compliance (<i>under guidance from the Western Region senior leadership team</i>) 	<ul style="list-style-type: none"> • Maintain a team that is free from harassment, bullying and discrimination in support of relevant federal and state legislation and SU Australia policies. • Ensure team members are aware of their compliance obligations, including their Work Health and Safety (WHS) obligations.

<ul style="list-style-type: none"> • 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 your own health and safety. • Protect the safety of others. Report hazards, risks and all incidents.
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Qualifications and experience

- Minimum 12 months experience in an administrative role
- High degree of competence with the Microsoft suite of products and Google workspace.
- Foundation skills with IT applications including Customer Relationship Management (CRM) systems.
- Experience in leading teams and delivering camping programs.
- Experience in outdoor education settings and/or with youth.
- Tertiary qualifications in outdoor education or equivalent, youth work, social work, theology or equivalent.

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Competency in Microsoft Office suite (Word, Excel, PowerPoint) and Google workspace. • Competency in utilising online systems including CRM and events management systems. • Proficiency with online graphic design tools (e.g. Canva) is an advantage. • 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.
Attention to detail	Accomplishing tasks, no matter how small, showing concern for all aspects of the job. Accurately checking processes and tasks. Ensuring others can rely on the accuracy of work completed by the incumbent.
Collaboration	Working effectively with others in the organisation (including fellow team members and people in other teams) to accomplish organisational goals and to identify and resolve problems.
Communication (verbal and written)	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). Expressing ideas clearly in any written format (memo, email, and letter) with correct spelling, grammar and structure.

Continuous improvement	Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.
Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. This includes: <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 the 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	People Services team
Approved By	Director, Operations
Effective Date	January 2026