

Role Title:	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

The Ministry Coordinator facilitates the operation, growth and development of SU camps and events, as well as the oversight and development of volunteer leaders on these programs. 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 • Field Development Managers in the Region • Support teams - Support Hub, Finance, Engagement and SU Equip
Other Internal Stakeholders	• SU Australia Volunteer Team Leaders and Team Members • People Services
External Stakeholders	• 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 6 and 7).*

Accountability areas	Responsibilities
1. Coordination of SU Camps, Missions & Events	• 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. • 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. • Overseeing the camp and mission registration process in partnership with the Support Hub. • Remaining contactable during camping and mission seasons, to assist Team Leaders as necessary. • Coordinating and overseeing the evaluation, follow up and review process for all camps and missions.

2. Facilitate the growth and development of current and new camping and mission initiatives	• 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
3. Coordinate volunteer pathways and engagement	• 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.
4. Church and community engagement	• 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. Promotion of SU Australia Camps	• 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.

6. Risk and compliance	• 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
7. Team contribution	• 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.

Competencies	
Competency areas	Definitions
Technical / Professional	• Ability to develop, mentor and support camp volunteers and Team Leaders • Ability to train volunteers and run training events • Understanding of mission practice and theory and ability to relate this to SU Australia's camping context • Ability to create networks and build interest in SU Australia's camps and events.
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: • 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	Group Director, Operations
Approved By	Group Manager, People Services
Effective Date	June 2023