

ROLE STATEMENT



Role Title:	Chaplaincy Manager
Department/ Team:	West Zone
Location:	Perth and WA
Reports to:	Regional Manager Ministry Leadership, West Zone

SU Australia's Vision & Mission

Scripture Union Australia (SUA) is an interdenominational Christian movement committed to providing Australian children, young people and families with opportunities to experience the transforming love of Jesus and to pursue a lifelong journey of discipleship.

SUA 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. (<https://scriptureunion.org.au/>)

SUA is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 900 staff and thousands of volunteers, working with churches and serving in communities in all states and territories across Australia.

All SUA 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

To recruit, manage and support the team of school chaplains across WA, ensuring effective delivery of chaplaincy to schools and fostering good relationship with schools and school staff. Working collaboratively with other SU staff, churches, schools and volunteers, this role will oversee the delivery of SUA ministry through chaplaincy and integrated with other SU activities.

The incumbent will provide leadership in nurturing our commitment to the safety of children and young people.

Direct Reports (roles):	Total Number of Reports (head count):
Chaplains	10 Chaplains in 15 Schools

Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> Group Director, West Zone and West Zone Regional Managers (particularly the Ministry Leader). School Camping Coordinator Schools Ministry Coordinator Ministry Coordinators team in the development and implementation of SU ministry and other Ministry teams, as necessary and appropriate. West Zone Support Staff – Ministry Operations, Finance and Administration and their national teams – Support Hub, Finance and Engage and Equip Department People Services
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External Stakeholders	<ul style="list-style-type: none">• School Principals and Administrators• Local Chaplaincy Committees (LCCs) (yet to be established)• Local church leaders• Volunteers• Community leaders
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Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none"> ● Providing spiritual leadership and support for the Chaplains. ● Encouraging employees and volunteers through work and example to live a Christ centered 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. Church & Community Engagement	<ul style="list-style-type: none"> ● Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships in each district ● Ensure churches and their people view SUA 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 SUA in the community ● Nurture volunteers, supporters and future Chaplains

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<p>3. National School Chaplaincy Program</p> <p>3.1 Developing and managing Chaplains</p> <p>3.2 Developing Chaplaincy Services</p> <p>3.3 Manage West Zone Education Dept/Independent School Relationships</p>	<p>Develop a team of competent, capable and motivated Chaplains by fulfilling the following responsibilities:</p> <ul style="list-style-type: none"> ● All Chaplaincy positions are filled in a timely manner with suitable applicants, who are well inducted into their role ● Chaplains are trained appropriately, are effective in their roles and are supported by SUA, particularly pastorally ● Performance is monitored and effective probationary and annual reviews are conducted ● All serious or ongoing performance issues are escalated to the Regional Manager, Department Executive, and People Services before any action is taken ● Coordinate regular Inservice training and development opportunities ● Meet with Chaplains in clusters (small groups) to support them in their role and coach them towards achieving strategic ministry outcomes <ul style="list-style-type: none"> ● Work with chaplains, churches, volunteers, school parents and communities to develop and grow LCCs ● The purpose of LCCs is to raise additional funds for more chaplaincy services across WA. The additional funds raised go toward chaplains being able to do more work on the ground (ie, more hours in schools) ● Collaborate with the Chaplain, the LCC and the school to develop the Chaplaincy service in each school ● Ensure training and support is provided via local forums to establish an annual budget and meet agreed financial targets for each LCC <ul style="list-style-type: none"> ● Work with schools and communities to establish new Chaplaincy services ● Liaise with Principals and Line Managers regarding the implementation of their Chaplaincy and the performance of their Chaplain. ● Work with the Regional Manager to ensure that Chaplaincy Services within WA abide by the relevant guidelines/policies etc http://det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/wellbeing/school-chaplaincy-program/?tab=Main&page=2 ● Ensure SU chaplains and schools are working under and are aware of any changes to guidelines and policies
<p>4. West Zone School Camps and Ministry & other programs</p>	<ul style="list-style-type: none"> ● Make links between chaplains and other SU Ministry Coordinators and programs. ● Support and engage with chaplains and SU ministry staff to see school programs and camps, holiday programs and other SU activities relevant to the Chaplaincy Service provided by the school chaplain happen in the local area. ● Working with the Schools Ministry and School Camping teams to provide these programs and services to schools with an SU chaplain.

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<p>5. Team leadership</p>	<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. • Review performance against goals and establish an annual development/learning plan with each staff member. • Identify and manage performance issues. Escalate serious or ongoing issues to the Department Executive and People Services for guidance. • Approve leave arrangements.
<p>6. Risk and compliance</p>	<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.
<p>7. Team contribution</p>	<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 safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Minimum 3 years' experience leading and managing a team, preferably within a not-for profit environment
- Experience in school roles and the school environment
- Tertiary qualifications in youth work, leadership, business or related field (minimum requirement of Diploma of Youth Work)
- Driver's License is essential

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Competencies	
Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to attain competency in a variety of systems including; Salesforce, MyRecruitment Plus, Aurion • Ability to network and connect with people, inspiring them to action. • Ability to identify and follow up new opportunities and interested individuals. • Ability to develop new ministry programs and activities.
Child safety awareness and leadership	Role modelling behaviour for team members and others in the organisation that demonstrates the value of children and young people. Demonstrating and inspiring a commitment to child safety, child wellbeing and cultural safety.
Team leadership	Role modelling behaviour for team members and others in the organisation that demonstrates servant leadership in accordance with a Christian ethos. Interacting with all SU Australia people and stakeholders in a manner that demonstrates respect, consideration and encouragement.
Developing organisational talent	Developing team members' skills and competencies by planning effective professional development activities related to current and future jobs.
Organisational awareness	Having and using knowledge of systems, situations, pressures, and culture of the organization to identify potential organizational problems and opportunities. Perceiving the impact and implications of decisions on other components of the organisation.
Planning and organising	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.
Maximising performance	Establishing performance goals, coaching performance, providing training, and evaluating performance.

Additional Requirements
<p>SU Australia requires that the incumbent:</p> <ol style="list-style-type: none"> 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 Staff Code of Conduct

Developed by	Regional Manager Ministry Leadership, West Zone
Approved By	Group Manager, People Services
Effective Date	August 2021