

Role Title:	Field Development Manager – South West
Department/ Team:	West Zone
Location:	Geographe office Busselton and home based with travel required
Reports to:	Group Director, 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. (<u>https://scriptureunion.org.au/</u>)

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

Engage with children and youth ministers/pastors, churches and local Christians to catalyse SU ministry in the south west region. Working collaboratively with churches, schools and volunteers, this role will then be responsible for leading the local delivery of SUA ministry through training, coaching and leading both staff and volunteers in ministry opportunities within a district. This role is poised for future growth in ministry with a view that, in time, the incumbent will be responsible for recruiting and managing a team of school chaplains.

This role has responsibility for the South West district which encompasses the area from Bunbury south and east. It will include the south coast region until such time as a south coast role is developed. This will be in negotiation and cooperation with the Group Director, West Zone and Ministry Catalysts in Perth.

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 (in the future)	ТВС
Other ministry staff (in the future)	

Key Relationships	
Primary Internal Stakeholders	<ul> <li>Group Director, West Zone Director and West Zone Regional Managers (particularly the Ministry Leader).</li> <li>Other Ministry Catalysts, Field Development Managers and staff involved in Church engagement.</li> </ul>
	Other ministry and administrative roles in West Zone



	<ul> <li>Support Hub Team</li> <li>Engage and Equip Department</li> <li>People Services</li> </ul>
External Stakeholders	<ul> <li>Local church leaders</li> <li>Volunteers</li> <li>Community leaders</li> <li>School Principals and Administrators (in the future)</li> <li>Local Chaplaincy Committees (LCCs) (yet to be established)</li> </ul>



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Αςςοι	untability areas	Responsibilities	
1.	Spiritual leadership	<ul> <li>Providing spiritual leadership and support for SUA volunteers in the district.</li> <li>Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer.</li> <li>Seeking to follow Christ and his example in your relationships, decision-making and conduct.</li> <li>Contributing to building a culture where our people consider themselves followers of Christ first and Christian leaders in their community/place of work second.</li> <li>Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives.</li> </ul>	
2.	Church & Community Engagement	<ul> <li>Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships across the area.</li> <li>Ensure churches and their people view SUA as an excellent avenue to volunteering and investing in the lives of children and young people</li> <li>Connecting with local children and youth ministers and building relationships with them.</li> <li>Sharing about the ministries and programs of SU with these children's and youth ministers (and their churches as opportunities arise) and advocating for potential points of connection and involvement to strengthen local church ministry and SU.</li> <li>Being part of promotion and profile-raising opportunities with churches and the Christian community, including leading these opportunities with youth groups and Young Adult ministries.</li> <li>Representing SU in relevant networks and speaking at events as the opportunity arises.</li> <li>Looking for potential synergy opportunities with local church ministries and SU ministries.</li> <li>Offering ministry opportunities and building partnerships to develop ministry and mission programs.</li> <li>Following through potential opportunities and connections with relevant SU ministry coordinators and Leadership Team members.</li> <li>Ensure businesses, local government and other community have a deep respect for the work of SUA in the community</li> <li>Nurture volunteers, supporters and future Chaplains (as Chaplaincy emerges)</li> </ul>	



i	SU ministry activities, including schools, camps and holiday programs	<ul> <li>Work with the Regional Manager – Ministry Leadership to develop the camp strategy in your district including recruiting and coaching Team Leaders and volunteers.</li> <li>Connecting with local churches and broader networks of Christian leaders and Christians and inspiring them about SU ministry.</li> <li>Drawing together teams of Christians to launch new camping and schools ministry.</li> <li>Provide oversight for assigned SUA programs in the district ensuring events are approved and managed appropriately</li> <li>Coach event directors in the SUA ethos, best practice, programming, risk management and event administration and provide support during events</li> </ul>
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4.	Chapi part c	e responsibility as laincy emerges as of the role: nal School Chaplaincy am Developing and managing Chaplains	<ul> <li>Develop a team of competent, capable and motivated Chaplains and volunteers in the district by fulfilling the following responsibilities:</li> <li>All Chaplaincy positions are filled in a timely manner with suitable applicants, who are well inducted into their role</li> <li>Chaplains are trained appropriately, are effective in their roles and are supported by SUA</li> <li>Performance is monitored and effective probationary and annual reviews are conducted</li> <li>All serious or ongoing performance issues are escalated to the Regional Manager, Department Executive, and People Services before any action is taken</li> <li>Coordinate regular Inservice training and development opportunities</li> <li>Meet with Chaplains in clusters (small groups) to support them in their role and coach them towards achieving strategic ministry outcomes</li> </ul>
	4.2	Developing Chaplaincy Services	<ul> <li>Work with chaplains, churches, volunteers, school parents and communities to develop and grow LCCs</li> <li>The purpose of LCCs is to raise additional funds for more chaplaincy services across the district. The additional funds raised go toward chaplains being able to do more work on the ground (ie, more hours in schools)</li> <li>Collaborate with the Chaplain, the LCC and the school to develop the Chaplaincy service in each school</li> <li>Ensure training and support is provided via local forums to establish an annual budget and meet agreed financial targets for each LCC</li> </ul>
	4.3	Manage School Relationships and WA Govt Relationship	<ul> <li>Work with schools and communities to establish new Chaplaincy services</li> <li>Liaise with Principals and Line Managers regarding the implementation of their Chaplaincy and the performance of their Chaplain.</li> <li>Work with the Regional Manager to ensure that Chaplaincy Services within the WA abide by the relevant guidelines/polices etc set by the WA Department of Education</li> <li>Ensure SUA chaplains and schools are working under and are aware of any changes to guidelines and polices</li> </ul>



5.	Team leadership	<ul> <li>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.</li> <li>Ensure the department/team delivers on the relevant objectives outlined in the SU Australia Strategic Plan.</li> <li>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.</li> <li>Monitor the health, well-being, welfare and morale of the team/department.</li> <li>Prioritise, delegate, oversee and coordinate the day-to-day operational and administrative functions and lead the team to promote acceptable service delivery standards.</li> <li>Review performance against goals and establish an annual development/learning plan with each staff member.</li> <li>Identify and manage performance issues. Escalate serious or ongoing issues to the Department Executive and People Services for guidance.</li> <li>Approve leave arrangements.</li> </ul>
6.	Risk and compliance	<ul> <li>Maintain a team that is free from harassment, bullying and discrimination in support of relevant federal and state legislation and SU Australia policies.</li> <li>Ensure team members are aware of their compliance obligations, including their Work Health and Safety (WHS) obligations.</li> </ul>
7.	Team contribution	<ul> <li>Contribute to the immediate team and the broader teams in SU</li> <li>Participate in SU devotion activities including prayer retreats</li> <li>Contribute at team meetings</li> <li>Participate in wider organisation-based activities and learning opportunities</li> <li>Demonstrate behaviour in line with a child safe culture</li> <li>Comply with WHS requirements</li> <li>Protect own health and safety</li> <li>Protect safety of others. Report hazards, risks and all incidents.</li> </ul>

#### **Qualifications and experience**

- Minimum 3 years' experience leading and managing a team, preferably within a not-for profit environment
- Tertiary qualifications in youth work, leadership, business or related field (Diploma of Youth Work is preferred)
- A Christian ministry qualification and experience in a church ministry role, especially next generations, is preferred.
- Driver's License is essential



Competencies	
Competency areas	Definitions
Technical / Professional	<ul> <li>Ability to attain competency in a variety of systems including Salesforce, MyRecruitment Plus, Aurion</li> <li>An understanding of mission practice and theory and church contexts and the ability to relate these to SU's ministry contexts.</li> <li>Upfront presentation skills.</li> <li>Ability to network and connect with people, inspiring them to action.</li> <li>Ability to identify and follow up new opportunities and interested individuals.</li> <li>Ability to develop new ministry programs and activities.</li> </ul>
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**

The position requires some weekend and out-of-hours work.

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 Staff Code of Conduct



Developed by	Group Director, West Zone
Approved By	Group Manager, People Services
Effective Date	August 2021