

# ROLE STATEMENT

Role Title:	Regional Manager, Ministry Leadership
Department/ Team:	West Zone
Location:	Perth and across WA
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. ([Scriptureunion.org.au](http://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

The Regional Manager, Ministry Leadership contextualises and leads delivery of SUA's strategy for all ministry and programs in the West Zone, leading, overseeing and supervising SU ministries and ministry staff. The Regional Manager provides strategic leadership to ministry staff in the Zone and provides support to the Group Director of the Zone in implementation of operational and strategic development plans. Regional Managers work with their field ministry teams to birth and grow ministry in the Zone including developing a sustainable funding base for their activities. The Regional Manager will be able to draw resources and expertise from the Ministry Operations and Support Leader and SUA support teams.

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):
Holiday Camps Coordinator and secondary Team Leaders	3
Young Adults and Holiday Camps Coordinator	3
Community Mission Coordinator	1
Schools Ministry Coordinator	1

School Camping Coordinator and secondary Fieldworkers	3
Chaplaincy Manager and secondary Chaplains	1
Discipleship Catalyst	1

Key Relationships	
Primary Internal Stakeholders	<ul style="list-style-type: none"> <li>• Ministry Coordinators</li> <li>• Ministry Operations and Support Leader and the Support Hub team</li> <li>• Ministry Catalysts and Field Development Managers</li> <li>• West Equip Manager (PaLD) and the SU Equip team</li> <li>• People Services team</li> </ul>
Other Internal Stakeholders	<ul style="list-style-type: none"> <li>• Finance and Assets team</li> <li>• Marketing and Communications team</li> <li>• Fundraising team</li> <li>• Chaplains and ministry volunteers</li> </ul>
External Stakeholders	<ul style="list-style-type: none"> <li>• Education Department staff regarding Chaplaincy in the Zone</li> <li>• Key Church and Community leaders</li> </ul>

Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none"> <li>• Providing spiritual leadership and support for SU employees and volunteers in the West Zone.</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. Strategic leadership	<ul style="list-style-type: none"> <li>• Work with the Zone Director to develop strategic direction for the ministry areas of SU in the West Zone.</li> <li>• Contextualise and deliver the SUA ministry strategy in the Zone as supported by the Support Hub and SU Equip teams</li> <li>• Grow the scope and effectiveness of ministry to deliver the strategic objectives outlined in the annual strategic plan for the zone.</li> <li>• Encourage innovation and new ministry initiatives and ensure effective implementation across the Zone.</li> <li>• Ensure oversight and growth for all regional ministries (eg camps, training days, missions etc) and the delivery of the regional ministry strategy.</li> <li>• Discuss ideas and perspectives on ministry issues with the Zone Director.</li> <li>• Work with the Zone Director and Ministry Catalysts to facilitate the exploration and development of new ministry ideas, externally and internally and develop and oversee implementation of these.</li> </ul>

<p><b>3. Ministry leadership</b></p>	<ul style="list-style-type: none"> <li>• Lead ministry areas in reflecting SU values and the agreed strategic focuses of the movement.</li> <li>• Oversee and lead the implementation of strategic direction for the ministry areas</li> <li>• Oversee and manage the staff and day-to-day operation of the ministry areas so they operate effectively and achieve agreed outcomes and ensure collaboration with other functional areas in West Zone, SUA national teams, and volunteers.</li> <li>• Care for and support the ministry staff in their role and as people.</li> <li>• Facilitate ministry meetings and collaboration meetings and work teams as agreed or required.</li> <li>• Oversee the volunteer cohort of West Zone, managing relational accountability and support by staff.</li> <li>• Organise and support employees and volunteers to effectively deliver programs and ministry within the SUA strategic plan.</li> <li>• Facilitate collaboration and shared ministry development between ministry areas.</li> <li>• Work with the Ministry Operations and Support Leader to ensure that child safety, risk management and Permission to Proceed (P2P) processes are implemented across the ministries of the Zone.</li> <li>• Ensure the implementation of coaching and training for volunteers and leaders of programs across the Zone, working with the West Zone Equip Manager (PaLD) in this.</li> </ul>
<p><b>4. External stakeholder relationships</b></p>	<ul style="list-style-type: none"> <li>• Participate in external groups and networks to represent SU or shape ministry outcomes.</li> <li>• Build partnerships with external groups, organisations and people to build ministry effectiveness and opportunities, in consultation with the Zone Director.</li> <li>• Actively seek opportunities to promote SU and its programs and activities. This will include speaking and representing SU at events and churches.</li> <li>• Develop and maintain strong, effective and strategic external relationships particularly with church leaders, community leaders, supporters and key volunteers.</li> <li>• Ensure that SUA ministries are conducted in partnership with local Churches, with whom we enjoy a mutually beneficial relationship.</li> </ul>

<b>5. Financial Management</b>	<ul style="list-style-type: none"> <li>• Work with the Zone Director to develop and manage the operational budget for the region.</li> <li>• Manage the annual budget income and expenditure for the region.</li> <li>• Ensure SUA ministries in the region are financially viable and sustainable.</li> <li>• Develop and implement initiatives, with support from the Group Director and from the Engage and Equip Department, for income generation to support ministry and programs in the region.</li> <li>• Work with the Zone Director and the Ministry Coordinators to implement the sustainable financial model for the ministries of the Zone.</li> </ul>
<b>6. Team leadership</b>	<ul style="list-style-type: none"> <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>• Oversee the equitable distribution and balance of workload.</li> <li>• Identify and manage performance issues. Escalate serious or ongoing issues to the Group Director and People Services for guidance.</li> <li>• Undertake regular meetings, conduct training and arrange professional development activities for team members.</li> </ul>
<b>7. Risk and compliance</b>	<ul style="list-style-type: none"> <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>

<b>8. Team contribution</b>	<ul style="list-style-type: none"> <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>• Hold the ministry of SU WA before God, praying for it, investing in the spiritual health of it and encouraging others to do likewise. This will include attending corporate prayer gatherings.</li> <li>• Lead and participate in activities as part of the staff team.</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>
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Qualifications and experience
<ul style="list-style-type: none"> <li>• Minimum of three (3) years' experience leading a team, preferably with some experience within the not-for-profit sector</li> <li>• Relevant tertiary qualifications are highly desired</li> <li>• Experience in designing, delivering and/or coordinating programs directed at child development or wellbeing. Experience with programs of a theological nature greatly preferred.</li> </ul>

Competencies	
Competency areas	Definitions
<b>Technical/Professional</b>	<ul style="list-style-type: none"> <li>• Staff supervision experience in a ministry or not-for-profit environment</li> <li>• Relationship building and networking experience, preferably within a church-related environment</li> <li>• Ability to represent the organisation in a highly professional manner at functions, church environments, and with key external stakeholders (including donors and partners)</li> </ul>
<b>Child safety awareness and leadership</b>	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.
<b>Financial astuteness</b>	Understanding financial data and managing financial resources, including budgets and resource allocation.
<b>Judgment/ decision-making</b>	Committing to an action after evaluating alternatives based on logical assumptions and facts. Taking into consideration the resources available, operational constraints and organisational values when deciding on a course of action.

<b>Maximising performance</b>	Establishing performance goals, coaching performance, provide training, and evaluating performance.
<b>Organisational awareness</b>	Having and using knowledge of systems, situations, pressures, and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisation.
<b>Strategic leadership</b>	Creating and achieving a desired future state (vision) through influence on organisational values, individual and group goals, reinforcements, and systems.
<b>Strategic planning</b>	Establishing a course of action to accomplish a long-range goal or vision; allocating resources – human, material, financial; defining intermediate goals and contingencies.
<b>Team leadership</b>	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.

#### **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 Staff Code of Conduct

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