

# ROLE STATEMENT

Role Title:	Field Development Manager
Department/ Team:	South Zone
Location:	North West Tasmania (home based with travel required)
Reports to:	Regional Manager

## 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

In this role, you will grow Christian ministry amongst children, young people and families in North Western Tasmania. Working collaboratively with SU supporters and volunteers, and with churches and schools you will train, coach, and lead staff and volunteers to make great ministry happen. You will also provide leadership in nurturing our commitment to the safety of children and young people.

You will be part of the local SU team, supported by Australia wide teams, and report to the Tasmania Regional Manager.

Direct Reports (roles):	Total Number of Reports (head count):
Chaplains	12-15

Key Relationships	
<b>Primary Internal Stakeholders</b>	<ul style="list-style-type: none"> <li>● Regional and Zone team</li> <li>● Support Hub Team</li> <li>● Engage and Equip Department</li> <li>● People Services</li> </ul>
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>● Local church leaders</li> <li>● Volunteers</li> <li>● Local support groups</li> <li>● Community leaders and local schools</li> </ul>

<b>Key Accountabilities</b>	
<b>Accountability areas</b>	<b>Responsibilities</b>
<b>1.</b> Spiritual leadership	<ul style="list-style-type: none"> <li>● Provide spiritual leadership and support for the District volunteer and chaplaincy team.</li> <li>● Encourage employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer.</li> <li>● Seek to follow Christ and his example in your relationships, decision-making and conduct.</li> <li>● Contribute 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>● Encourage our people to exhibit the fruit of the Spirit in their personal and work lives.</li> </ul>
<b>2.</b> Church and Community Engagement	<ul style="list-style-type: none"> <li>● Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships in each district</li> <li>● Encourage churches and their people to view SUA as an excellent avenue to volunteering and investing in the lives of children and young people</li> <li>● Building the SU movement by sharing the story of what SU is doing, building prayer support, nurturing volunteers and supporters and participating in fundraising &amp; communication strategies</li> <li>● Support staff and volunteers to advocate for the work of SU at churches and community forums.</li> <li>● Ensure businesses, local government and other community groups have a deep respect for the work of SUA in the community</li> <li>● Promote the importance of child safety and the Childsafe system</li> </ul>
<b>3.</b> Ministry Development	<ul style="list-style-type: none"> <li>● Recruit, appoint and induct volunteers and chaplains in cooperation with local churches, schools and support groups</li> <li>● Partner with local churches, volunteers, and communities in establishing new ministries in response to the needs of the community</li> <li>● Promote cross-pollination between different program types and diversification of ministry in your district</li> </ul>

<p><b>4. Ministry Support</b></p>	<ul style="list-style-type: none"> <li>● Provide oversight for SU ministries in the region. Ensure programs are approved and managed effectively.</li> <li>● Provide ongoing support, coaching, training and performance management for volunteers and chaplains towards achieving their strategic ministry goals</li> <li>● Coach volunteers and chaplains in SU ethos, best practice, programming, risk management and event administration, and be available to provide support as required</li> <li>● Liaise with School Principals, Church leaders, parents, and other relevant community leaders regarding the implementation and performance of their chaplains and volunteers</li> </ul>
<p><b>5. Team leadership</b></p>	<ul style="list-style-type: none"> <li>● Ensure chaplains have a clear understanding of their role and they receive the training resources, feedback and support necessary to excel at their role.</li> <li>● Ensure the 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.</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 plan with each chaplain.</li> <li>● Identify and manage performance issues. Escalate serious or ongoing issues to the Department Executive and People Services for guidance.</li> <li>● Monitor attendance and approve leave arrangements.</li> </ul>
<p><b>6. Risk and compliance</b></p>	<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>

<p><b>7. Team contribution</b></p>	<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>● 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
- Driver's Licence is essential

**Competencies**

Competency areas	Definitions
<b>Technical / Professional</b>	Ability to attain competency in a variety of systems including; Salesforce/ Profiler, MyRecruitment Plus, Aurion, Safety Management Online/ Join a Team
<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>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.
<b>Communication (verbal and written)</b>	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.

<b>Developing organisational talent</b>	Developing team members' skills and competencies by planning effective professional development activities related to current and future jobs.
<b>Collaboration</b>	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.
<b>Organisational awareness</b>	Having and using knowledge of systems, situations, pressures, and culture of the organisation to identify potential organisational problems and opportunities. Perceiving the impact and implications of decisions on other components of the organisation.
<b>Planning and organising</b>	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.
<b>Maximising performance</b>	Establishing performance goals, coaching performance, providing training, and evaluating performance.

#### **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, South Zone
Approved By	Group Manager, People Services
Effective Date	December, 2021