

ROLE STATEMENT



Role Title:	Schools Ministry Coordinator
Department/ Team:	North Zone
Location:	Darwin, field visits required within greater Darwin region
Reports to:	Regional Manager – NT & Kimberley

Scripture Union 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

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 develop, support and co-ordinate Scripture Union’s ministry in schools including:
- Recruiting and training volunteers to lead and assist religious instruction (RI) programs in government schools.
 - Facilitating RI in government schools in a designated area.
 - Supporting and helping to resource ISCF (high schools) and SUPA Clubs (primary schools), looking for possible opportunities for more of these groups in schools.
 - Pastorally caring for volunteers assisting in all SU school ministries.

NOTE: This position is in partnership with Bush Church Aid (BCA), and the incumbent will be required to meet some additional requirements of BCA including providing deputation material, quarterly prayer updates and newsletters, and an annual report.

The incumbent will contribute to the nurturing of a child safe culture and working environment.

Key Relationships

Internal	<ul style="list-style-type: none"> • North Zone Staff • SU Volunteers • Schools worker, Chaplains etc
External	<ul style="list-style-type: none"> • NT Schools • NT Department of Education • Bush Church Aid (BCA)

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	<ul style="list-style-type: none">• Churches with an interest in school ministry through the Northern Territory Council of Churches (NTCC)• SU Donors and prayer supporters with an interest in school ministry
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Key Accountabilities	
Accountability areas	Responsibilities
1. Support new and existing schools' ministries	<ul style="list-style-type: none"> ● Provide volunteers with appropriate training and support ● Seek to increase the opportunities for RI and other Christian ministries (ie SUPA Clubs, ISCF groups) in schools ● Teach RI in government schools ● Follow through with new opportunities
2. Communicate the importance of schools' work to churches and supporters	<ul style="list-style-type: none"> ● Recruit and train new volunteers, supporters, and church partners ● Keep supporters and volunteers well informed about the work ● Visit churches are visited to inform them of the work and invite them to participate
3. Maintain relevant knowledge for RI Ministry	<ul style="list-style-type: none"> ● Participate in relevant conferences, read journals, and network with RI movements in other States ● Enable and maintain a data base of resource material designed for Christian ministry in schools ● Keep across all relevant Dept of Education and NT Govt guidelines for the teaching of RI in schools (guidelines, policies, etc)
4. Raise funds towards the role and ministry	<ul style="list-style-type: none"> ● Form appropriate ministry partnerships with churches and individuals who are wanting to see the Bible continue to be taught in schools in the Greater Darwin region of the NT ● Over the coming 4 years, the role will need to become fully self-funded through SUA ministry partnerships
5. Provide reports on school ministry	<ul style="list-style-type: none"> ● SUA management and the NT Council of Churches are to be kept well informed about the status of school's ministry ● Report to BCA as required
6. Represent SU in relevant networks and forums	<ul style="list-style-type: none"> ● Contribute to and influence key networks such as the NTCC and SUA networks ● Trial new ideas in our programs

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7. Team contribution	<ul style="list-style-type: none"> ● Contribute to the immediate team and the broader teams in SUA ● Participate in SUA 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.
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Qualifications and experience
<ul style="list-style-type: none"> ● A strong background in ministry and mission ● Theological Training to a minimum of diploma level (or willingness to undertake) ● Teaching background or skills ● Experience in a similar role

Competencies	
Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> ● Well developed interpersonal skills with a focus on teaching, training and relationship building ● Strong Biblical and theological knowledge with a high level of competence to facilitate learning for children and young people ● Ability to lead, encourage and develop volunteers
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.

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Communication (verbal and written)	<p>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.</p>
Continuous improvement	<p>Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.</p>
Customer service	<p>Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.</p>
Problem solving	<p>Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.</p>
Self-management	<p>Managing one's own wellbeing and workplace behavior in order to contribute to a positive culture within SUA. This includes:</p> <ul style="list-style-type: none"> ● 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; <p>and</p> <p>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.</p>
Teamwork	<p>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.</p>

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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.
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Additional Requirements	
SUA requires that the incumbent:	
<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 SUAs Staff Code of Conduct 	

Developed by	Regional Manager, NT and Kimberley
Approved By	Group Manager, People Services
Effective Date	January 2022