

Role Title:	Holiday Camps Coordinator
Department/ Team:	West Zone
Location:	Perth
Reports to:	Regional Manager Ministry Leadership

Scripture Union Australia Vision & Mission	
<p>Scripture Union Australia 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.</p> <p>SU Australia 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 encourage people of all ages to meet God daily through Bible reading and prayer. (scriptureunion.org.au)</p> <p>SU Australia 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.</p> <p>All SU Australia 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.</p>	

Purpose of Role	
<p>The Holiday Camps Coordinator facilitates the operation, growth and development of SU Holiday Camps within the values and guidelines of SU Australia, providing support and training to volunteers in camping programs. Holiday camps includes camps in every school holidays, Leavers programs and Breakaway camps.</p> <p>The incumbent will contribute to the nurturing of a child safe culture and working environment.</p>	

Key Relationships	
Primary Internal Stakeholders	<ul style="list-style-type: none"> • Group Director, West Zone and West Zone Regional Manager – Ministry Leadership. • Ministry Coordinators team in the development and implementation of SU ministry and other Ministry teams, as necessary and appropriate.

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	<ul style="list-style-type: none">• West Zone Support Staff – Ministry Operations, Finance and Administration and their national teams – Support Hub, Finance and Engage and Equip Department.
Other Internal Stakeholders	<ul style="list-style-type: none">• SU Australia volunteers for camping, particularly camp Team Leaders• People Services
External Stakeholders	<ul style="list-style-type: none">• Parents of SU Australia camp attendees• Campsite and activity providers

Key Accountabilities	
Accountability areas	Responsibilities
Coordination of SU Australia Holiday Camps	<ul style="list-style-type: none"> ● Recruiting, pastorally caring for, training and developing Holiday Camp Team Leaders. ● Gathering camp information from Team Leaders for seasonal promotion (including budgets). ● Offering specialist advice, resources and training to camps and camps personnel as required. ● Developing and using appropriate checklists with Team Leaders to assist them in the planning and running of camps. ● Assisting Team Leaders to implement SU Australia guidelines and policies in the field, including reviewing and signing Permission to Proceed for Holiday Camps. ● Assisting new camps and teams to plan and develop a well run program. ● Keeping informed of best practice and new initiatives in camping and integrating them into SU Australia camps. ● Integrating current mission theory and practice into the camping program and working with Team Leaders on this. ● Ensuring that Holiday Camps volunteers are appropriately screened under SU Australia guidelines. ● Reviewing and approving Department of Child Protection applications in partnership with Team Leaders. ● Overseeing the camp application process in partnership with the administrative staff. ● Remaining contactable during camping seasons, to assist Team Leaders as necessary. ● Coordinating and overseeing the evaluation, follow up and review process for all holiday camps.
Oversee the growth and development of current and new camping initiatives	<ul style="list-style-type: none"> ● Evaluating cultural trends and societal needs and opportunities and developing new camps to meet these. ● Working with West Zone management in the formulation of strategic plans for growing holiday camping, taking particular note of areas that need assistance. ● Identifying and following up individuals and contacts who could grow the program. ● Recruiting and developing Camp Team Leaders and assisting them to develop camp ideas.

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	<ul style="list-style-type: none"> ● Compiling and following up potential Team Leader information, including using past camps volunteer information. ● Ensuring that information about contacts and interested individuals is tracked and recorded as required. ● Coordinating training to facilitate growth and strengthen teams.
<p>Oversee the care and growth of volunteers</p>	<ul style="list-style-type: none"> ● Supporting, equipping and pastorally caring for Holiday Camps volunteers. ● Identifying training needs amongst Holiday Camps volunteers and Team Leaders. ● Linking with the emerging leadership development program of West Zone to develop and follow up potential Holiday Camps volunteers. ● Developing Junior Leader processes and pathways to develop emerging Holiday Camps leaders. ● Ensuring that Holiday Camps volunteers are followed up and thanked, through events, communications and gifts.
<p>Promotion of SU Australia Camps</p>	<ul style="list-style-type: none"> ● Promoting the camping program of West Zone in a variety of contexts; to individuals, churches and outside organisations. ● Working with West Zone management to formulate strategic plans for promotion to participants. ● Ensuring that promotional materials are produced as necessary, including the brochure, generic cards and the website presence. ● Ensuring the Holiday Camps mailout list is being maintained and developed, working to ensure that materials go to the right people. ● Ensuring that things are done to encourage referrals and word of mouth promotion of SU Australia Holiday Camps.
<p>Team contribution</p>	<ul style="list-style-type: none"> ● Contribute to the immediate team and the broader teams in SU Australia ● Participate in SU Australia 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

	<ul style="list-style-type: none"> • Protect safety of others. Report hazards, risks and all incidents.
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Qualifications and experience

- Experience in and understanding of Christian camping will be highly regarded
- Experience in facilitating programs for children and young people (preferably within a Christian ministry context)
- Experience in leading and training volunteers

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to develop, mentor and support camp leaders • Ability to develop program materials suitable for a school context • Ability to train camp leaders and run training events • Understanding of mission practice and theory and ability to relate this to SU Australia's camping context • Ability to create networks and build interest in SU Australia's camping programs
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.
Communication (verbal and written)	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.
Continuous improvement	Using initiative to identify and suggest improvements to processes and procedures. Analysing options for procedural improvements and documenting outcomes.
Customer service	Making efforts to listen to and understand stakeholders (both internal and external). Anticipating stakeholders' needs and giving high priority to stakeholder satisfaction.

Problem solving	Analysing problems effectively, evaluating alternative courses of action, exercising sound judgement and taking action in line with the level of authority of the role.
Self-management	<p>Managing one’s own wellbeing and workplace behavior in order to contribute to a positive culture within SU Australia. 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; and <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	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.
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.

Additional Requirements
<p>The role requires some out-of-hours work.</p> <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

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6. be willing to work under SU Australia's Staff Conduct and Behaviour Standards

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