

# ROLE STATEMENT



Role Title:	Field Development Manager (Camping Specialist)
Department/ Team:	Victorian Region
Location:	Central Victoria, Bendigo and surrounds. (It is highly desirable that employee lives in the region.)
Reports to:	Field Ministries Manager

## **Scripture Union Australia Vision & Mission**

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.

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 to encourage people of all ages to meet God daily through Bible reading and prayer. ([scriptureunion.org.au](http://scriptureunion.org.au))

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.

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.

## **Purpose of Role**

Working collaboratively with churches, volunteers and local communities, a Field Development Manager (Camping Specialist) is responsible for empowering local delivery of ministry throughout their designated region, coaching, releasing and managing staff and volunteers into ministry opportunities; building local church relationships; engaging local ministry supporters and building local ministry partnerships; and implementing training to equip ministry practitioners within their designated region.

This role also provides specialist camping knowledge and insight to support the field team in growing its camping ministry across the state, as well as leading and developing our holiday camping ministry.

The incumbent will provide leadership in nurturing our commitment to the safety of children and young people.

# ROLE STATEMENT



Direct Reports (roles):	Total Number of Reports (head count):
School Chaplains	4
Mission Volunteer Directors	4
Camp Volunteer Directors	12
Catalysts	

Key Relationships	
<b>Primary Internal Stakeholders</b>	<ul style="list-style-type: none"> <li>● SU Australia Regional Manager (Vic)</li> <li>● Director of Field Ministries</li> <li>● Other Field Development Managers</li> <li>● Camp Coolamatong staff</li> <li>● Engagement and Equipping Team</li> <li>● Mission Support Staff</li> <li>● Catalysts and Chaplains</li> <li>● Volunteer Directors and Teams</li> <li>● Local Supporters and Ministry Partners</li> <li>● People Services</li> </ul>
<b>External Stakeholders</b>	<ul style="list-style-type: none"> <li>● Local Support Groups</li> <li>● Local Church leaders</li> <li>● Community leaders and School's administration</li> </ul>

# ROLE STATEMENT



Key Accountabilities	
Accountability areas	Responsibilities
1. <b>Spiritual leadership</b>	<ul style="list-style-type: none"> <li>• Providing spiritual leadership and support for regional volunteer and chaplaincy team</li> <li>• Encouraging chaplains 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. <b>Church and Community Engagement</b>	<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>• Ensure churches and their people view SU Australia 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, including ministry partnerships</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 SU Australia in the community</li> <li>• Promote the importance of child safety and the Childsafe system</li> </ul>
3. <b>Ministry Development</b>	<ul style="list-style-type: none"> <li>• Recruit, appoint and induct volunteers, interns and field staff (chaplains, catalysts etc) 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 teams and field staff towards achieving their strategic ministry goals</li> <li>• Recruit, support, deploy and send interns within and beyond your region, in collaboration with Engage and Equip. Partner with sending churches to support intern placements within your region.</li> <li>• Coach volunteers and field staff in SU ethos, best practice, programming, risk management and event administration, and be available to provide support as required</li> <li>• Liaise with Principals, Church leaders, parents, and other relevant community leaders regarding the implementation and performance of their local ministry practitioners and teams</li> </ul>
<p><b>5. Specialist Camping Coordination and support</b></p>	<ul style="list-style-type: none"> <li>• Provide strategic leadership around growth, development and training in the camping ministry for SU Australia in Victoria</li> <li>• Support, grow and maintain holiday camping program</li> <li>• Liaise with Camp Coolamatong and SU Australia Finance and Communication Teams to ensure timely coordination of dates, marketing, transport, training and permission to proceed for all summer holiday camps based at Coolamatong</li> <li>• Maintain current knowledge on camping systems and compliance (Internal and External) to support other Field Development Managers in the empowering volunteers to develop and run camps</li> <li>• Coach and support Volunteer Camp Directors of holiday camps in effective, safe camping ensuring smooth leadership succession</li> <li>• Leadership of the training and equipping of camp volunteers and Field Development Managers in hard and soft skills for camping</li> </ul>

<p><b>6. Team leadership</b></p>	<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>• 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>• Monitor attendance and approve leave arrangements.</li> </ul>
<p><b>7. 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>8. Team contribution</b></p>	<ul style="list-style-type: none"> <li>• Contribute to the immediate team and the broader teams in SU Australia</li> <li>• Participate in SU Australia 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**

# ROLE STATEMENT



- Minimum 3 years of experience leading a team, preferably within a not-for profit environment
- Tertiary qualification in youth work, leadership, education or a related field.
- Significant camping experience.
- Driver’s Licence is essential.

<b>Core Competencies</b>	<b>Definition</b>
<b>Technical/Professional</b>	Demonstrated competence in use of Google Suite applications and Microsoft Office. SU uses various other platforms for management and registrations. The ability and a willingness to be a fast learner of new technology is highly desirable. Demonstrated understanding camping requirements in our Victorian context.
<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.

# ROLE STATEMENT



<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	Acting Regional Manager (Vic) and Acting South Zone Director
Approved By	Group Manager, People Services
Effective Date	April 2022