

ROLE STATEMENT

Role Title:	Field Development Manager
Department/ Team:	Mission Delivery
Location:	Various Districts (most roles are home based with travel required)
Reports to:	Regional Manager

SU QLD Vision & Mission

Our **mission** is to bring God's love, hope and good news to children and young people and their families.

Our **vision** is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.

SU QLD is an inter-denominational Christian organisation which has worked in schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers.

All SU QLD staff and volunteers are empowered and equipped to champion a child safe culture in bringing hope to a young generation.

Purpose of Role

Working collaboratively with churches, schools and volunteers, this role is responsible for leading the local delivery of SU QLD ministry through training, coaching and leading both staff and volunteers in ministry opportunities within a district. The incumbent is responsible for recruiting and managing a team of school Chaplains.

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):
Chaplains in schools across the assigned district	40-50 Chaplains

Key Relationships

Internal	<ul style="list-style-type: none"> • Other Field Development Managers • Field Support and Field Performance teams • Training team • People Services
External	<ul style="list-style-type: none"> • School Principals and Administrators • Local Chaplaincy Committees (LCCs) • Local church leaders • Volunteers • Community leaders

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Key Accountabilities	
Accountability areas	Responsibilities
1. Spiritual leadership	<ul style="list-style-type: none">• Providing spiritual leadership and support for the District Chaplaincy & Volunteer leader team.• Encouraging employees and volunteers through work and example to live a Christ centred life, committed to the Bible and prayer.• Seeking to follow Christ and his example in your relationships, decision-making and conduct.• Contributing to building a culture where our people consider themselves followers of Christ first and Christian leaders in their community/place of work second.• Encouraging our people to exhibit the fruit of the Spirit in their personal and work lives.
2. Church & Community Engagement	<ul style="list-style-type: none">• Build strong relationships with local Christian leaders and develop networks that lead to genuine ministry partnerships in each cluster• Ensure churches and their people view SU Qld as an excellent avenue to volunteering and investing in the lives of children and young people• Ensure businesses, local government and other community groups have a deep respect for the work of SU Qld in the community• Nurture volunteers, supporters and future chaplains

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<p>3. School chaplaincy program</p> <p>3.1 Developing and managing chaplains</p>	<p>Develop a team of competent, capable and motivated Chaplains and volunteers in the district by fulfilling the following responsibilities:</p> <ul style="list-style-type: none">• All chaplaincy positions are filled in a timely manner with suitable chaplains, who are well inducted into their role• Chaplains are trained appropriately, are effective in their roles and feel supported by SU Qld• Performance is monitored and effective probationary and annual reviews are conducted• All serious or ongoing performance issues are escalated to the Regional Manager, Department Executive, and Field Performance team before any action is taken• Coordinate regular Inservice training and development opportunities• Meet with chaplains in clusters to support them in their role and coach them towards achieving strategic ministry outcomes.
<p>3.2 Developing Chaplaincy Services</p>	<ul style="list-style-type: none">• Support LCCs to fulfil their role according to Department of Education (DoE) policy and SU Qld best practice• Collaborate with the chaplain, LCC and the school to develop the chaplaincy workplan.• Training and support is provided via local forums to establish an annual budget and meet agreed financial targets
<p>3.3 Manage School Relationships</p>	<ul style="list-style-type: none">• Work with schools and communities to establish new chaplaincy services.• Liaise with Principals and Line Managers regarding the implementation of their Chaplaincy Service and the performance of their chaplain.
<p>4. SU Camps & holiday programs</p>	<ul style="list-style-type: none">• Develop the cluster camp strategy in your district, including recruiting and coaching event directors and volunteers.• Provide oversight for assigned SU programs in the district. Events are approved and managed appropriately• Coach event directors in SU ethos, best practice, programming, risk management and event administration and provide support during events.

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5. Team leadership	<ul style="list-style-type: none">• 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.• Ensure the department/team delivers on the relevant objectives outlined in the SU QLD Strategic Plan.• 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.• Monitor the health, well-being, welfare and morale of the team/department.• Prioritise, delegate, oversee and coordinate the day-to-day operational and administrative functions and lead the team to promote acceptable service delivery standards.• Review performance against goals and establish an annual development/learning plan with each staff member.• Identify and manage performance issues. Escalate serious or ongoing issues to the Department Executive and People Services for guidance.• Approve leave arrangements.
6. Risk and compliance	<ul style="list-style-type: none">• Maintain a team that is free from harassment, bullying and discrimination in support of the <i>Anti-Discrimination Act 1991</i>, federal and state legislation and SU QLD policies.• Ensure team members are aware of their compliance obligations, including their Work Health and Safety (WHS) obligations.
7. Team contribution	<ul style="list-style-type: none">• Contribute to the immediate team and the broader teams in SU• Participate in SU 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

- 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 (minimum requirement of Diploma of Youth Work)
- Driver's Licence is essential

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to work within a variety of computerised systems to complete work eg Salesforce, MyRecruitment Plus, Zoom • Ability to work via laptop to record data, make appointments, plan diary. • Ability to drive and work in a mobile work force.
Child safety awareness and leadership	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.
Team leadership	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 QLD people and stakeholders in a manner that demonstrates respect, consideration and encouragement.
Developing organisational talent	Developing team members' skills and competencies by planning effective professional development activities related to current and future jobs.
Organisational awareness	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.
Planning and organising	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.
Maximising performance	Establishing performance goals, coaching performance, providing training, and evaluating performance.

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Additional Requirements

SU QLD 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 a holder of a “Blue Card” from the Blue Card Services Department for the purposes of child related employment
6. be willing to work under SU QLDs Staff Code of Conduct

Developed by	Director of Field Operations
Approved By	Head of People Services
Effective Date	November 2020