

Role Title:	Team Leader
Department/ Team:	Operations
Location:	Western Region
Reports to:	Manager, Camping & Missions

SU Australia's Vision & Mission

SU Australia is an interdenominational Christian movement committed to supporting children, young people and their families to discover life through the provision of school chaplaincy services, camps, community-based missions, schools ministry, and at-risk youth programs. SU Australia also offers nationally recognised training programs in youth work through the SU Institute of Training (RTO 30548).

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. (su.org.au)

SU Australia is a charitable 'limited by guarantee' not-for-profit organisation comprising more than 1,000 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

To administer and facilitate the successful operation of SU Leavers camp within the ethos and guidelines of SU.

You believe that children and young people are precious and you will contribute to nurturing a culture and commitment to their safety within SU.

Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> Western Region staff
External Stakeholders	<ul style="list-style-type: none"> Community stakeholders Volunteers Parents Guardians Vendors Activity providers Local churches

Key Accountabilities	
Accountability areas	Responsibilities
<ul style="list-style-type: none"> Camp duties 	<ul style="list-style-type: none"> Recruiting, pastorally caring for, training and developing Leavers camp team members, including a core team. Overseeing the planning, implementation and review of Leavers, including programming, finance, administration and logistics. Ensuring continued development and support of the core team. Working with the Holiday Camps Coordinator to ensure that a Christ-focussed culture exists within Leavers program, and that it reflects the core elements of SU Leavers: Freedom of choice; celebration; rite of passage; and Christ-centred community. Ensuring that Leavers complies with SU guidelines and policies. Ensure high standards are kept within the program including safety, hygiene, Christian input, care of equipment, conduct of leaders and care of participants. Manage incidents, disclosures and conflicts within the event in accordance with SU incident response procedures. Promoting Leavers programs in appropriate settings as directed by Holiday Camps Coordinator. Using the SU Ministry Coordinators Guidelines as the basis for fulfilling these tasks.
<ul style="list-style-type: none"> Other duties 	<ul style="list-style-type: none"> Actively seek opportunities to promote SU and its programs and activities. Complete training applicable to the role e.g. Team Leader Training. Build opportunities to link Leavers ministry with other SU ministry to enhance ministry opportunities and effectiveness. Participate in some joint activities as part of the staff team, as negotiated with the Holiday Camps Coordinator. This may include Morning Devotions, Review and Planning Days, Staff Conference, Spiritual Retreat, Staff Meetings and SU in the Park. Hold the Leavers ministry and that of SU before God, praying for it, investing in the spiritual health of it and encouraging others to do likewise. Maintain regular check in with the holiday camps coordinator including working from the Perth office. Shall maintain close and regular with the team of people who offer financial and prayerful support including sponsors.
<ul style="list-style-type: none"> 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.

	<ul style="list-style-type: none"> • Demonstrate behaviour in line with a child safe culture. • Comply with WHS requirements. • Protect your own health and safety. • Protect the safety of others. Report hazards, risks and all incidents.
--	--

Qualifications and experience

- Experience in camping and facilitating programs for young people (preferably within a Christian ministry context)
- Great administrative, communication and project management skills
- Experience in leading and training volunteers
- Passion for ministry and camping programs

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to lead team leaders and 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.
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	Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. This includes: <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;

	<ul style="list-style-type: none"> • 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 • 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.
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 the order of work to be completed. Being proactive.

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	People Services Team
Approved By	Group Director, Operations
Effective Date	March 2024