

Role Title:	CEIS Coordinator <i>(CEIS: Christian Education in Schools)</i>
Department/ Team:	Relevant geographical zone
Location:	Canberra
Reports to:	Field Development Manager

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

The CEIS Coordinator works in collaboration with a local SRE (Special Religious Education) Board. The incumbent is responsible for coordinating the activities of a team of CEIS Teachers and volunteers in school settings. The incumbent will also conduct their own classroom practice, preparing lesson plans and student materials in compliance with an approved curriculum, and teaching SRE in a high-quality manner to meet the needs of the students. The incumbent will also build networks with local churches to promote CEIS and support funding of SRE in the local area.

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

Key Relationships

Internal Stakeholders

- Field Development Manager
- CEIS Teachers and SRE Teachers
- CEIS volunteers and SRE Volunteers

	<ul style="list-style-type: none"> • SU field ministry workers • National Director, Religious Education in Schools • Regional Director • SU Equip team
External Stakeholders	<ul style="list-style-type: none"> • Local CEIS and/or SRE Board • School Principal/s, school line management and other school staff • Local church leaders

Key Accountabilities *(The specific duties undertaken by each incumbent may vary depending on the needs of the CEIS/SRE Board, the school/s and SU).*

Accountability areas	Responsibilities
1. CEIS volunteer coordination	<ul style="list-style-type: none"> • Recruit, supervise and support volunteer SRE teachers who deliver CEIS sessions in local schools. • Maintain accurate SRE teacher records, including a list of SRE teachers at each school and their contact details. • Inform SRE volunteers of all requirements of the relevant Department of Education, and fulfill all requirements of CEIS and the local SRE Board including training and curriculum requirements. • Establish and communicate clear expectations about the role and necessary level of commitment. • Where appropriate, liaise with school line management to determine available time slots to teach CEIS sessions. • Provide guidance and mentoring for volunteer CEIS instructors; and refer to their own pastors as needed. • Ensure that volunteer nomination forms are provided to schools as required. Liaise with and be informed by peak bodies associated with Religious Education in schools e.g. Approved Providers, CEIS, ICCOREIS.
2. Communication and training	<ul style="list-style-type: none"> • Provide relevant term communications to all volunteers and supporters regarding curriculum, training, recruitment, professional development, prayer points, and events. • Prepare and lead volunteer training sessions each term to guide volunteers through curriculum, resources, student management, and best practices.
3. Classroom Christian Education practice	<ul style="list-style-type: none"> • Lead the CEIS sessions across participating schools as required whilst guiding and assisting volunteers as needed (and identifying other potential team leaders). • Build rapport, nurture and encourage individual volunteers, emerging leaders and church partnership teams. • Prepare lesson plans and student material in compliance with a curriculum and teaching materials authorised by CEIS or the local SRE Board and endorsed by SU.
4. Presentations and Student Groups	<ul style="list-style-type: none"> • Coordinate additional larger or whole school presentations, if necessary, in cooperation with authorised local church

	<p>volunteers and in compliance with policies of the relevant Department of Education.</p> <ul style="list-style-type: none"> • Liaise with volunteers and School Principals to establish lunchtime and/or prayer groups in the school/s at principal's discretion, encouraging student leadership in these groups where possible.
5. Church networking	<ul style="list-style-type: none"> • Liaise between churches in the catchment area. • Deliver presentations and participate in interviews at local church services to promote CEIS and SRE as directed by the local SRE Board. • Work with CEIS Board members, local Ministers, and other interested parties to support them in funding, supporting and/or partnering with CEIS.
6. Professional development	<ul style="list-style-type: none"> • Attend regular professional development opportunities, including SU professional development. • Participate in training provided by the relevant Department of Education as required by the school/s.
7. CEIS and school compliance	<ul style="list-style-type: none"> • Maintain all compliance requirements for a CEIS teacher as required by the relevant Department of Education and SU. • Ensure all compliance activities are completed prior to the start of the school year.
8. 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 the safety of others. Report hazards, risks and all incidents.

Qualifications and experience

- Diploma (High School roles) or Certificate IV (Primary School roles) of Theology/Ministry or higher (or progress towards)
- Education, Leadership or Management qualifications are desired (but not essential)
- Experience in preparing lesson plans and facilitating learning experiences for children (preferably with material of a Christian/Biblical nature)
- Personal, mature Christian faith with an ability to explain Christian doctrine and Biblical teaching to young people
- Experience in leading a small group of people (either employees or volunteers)

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Ability to plan and deliver learning experiences to young people in an engaging manner • Experience in leading a small group and nurturing an encouraging team environment • Ability to network with external parties to promote CEIS and assist with fundraising activities
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).</p> <p>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>
Rapport building	<p>Proactively developing relationships in all settings relevant to your role, with people across all age groups and cultural backgrounds.</p>
Self-management	<p>Managing one's own wellbeing and workplace behaviour in order to contribute to a positive culture within SU. 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 • 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	<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>
Time management	<p>Organising one's own workload to prioritise tasks appropriately and meet deadlines. Adjusting personal work routines to complete tasks</p>

	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

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 Manager, People Services
Effective Date	September 2024