

# ROLE STATEMENT

<b>Role Title:</b>	Area Manager (Northern Territory)
<b>Department/ Team:</b>	Operations – Northern Region
<b>Location:</b>	Darwin
<b>Reports to:</b>	Regional Director - Northern Region

## 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](http://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 Area Manager role is a key support for the Regional Director, particularly as the local face of SU Australia for key stakeholders. The incumbent is the line manager for all frontline ministry workers in the area (including Ministry Coordinators, chaplains and RI volunteers) and provides pastoral care for local members of SU support teams when needed.

Working closely with the Regional Director and under their guidance, the Area Manager will focus on sustaining and strengthening existing mission activities while remaining alert to new opportunities for growth as they arise. With the support and collaboration of local field staff and the Regional Director, the Area Manager will work to ensure a sustainable funding base for ongoing activities. They are also responsible for nurturing key relationships and networks within the area to enhance supporter engagement and foster strategic partnerships. The role will require occasional overnight travel.

The Area Manager believes that children and young people are precious and will nurture a culture and commitment to their safety within the team.

### Direct Reports (roles):

Approximately 12 paid staff + a team of RI volunteers (approx. 10).

### Key Relationships

Primary Internal Stakeholders	<ul style="list-style-type: none"> <li>● Group Director - Operations</li> <li>● Regional Director</li> <li>● Field Development Managers in Northern Region</li> <li>● SU National leaders</li> <li>● Support Hub team</li> <li>● Equip team</li> <li>● People Services team</li> <li>● Finance team</li> <li>● Engagement department</li> <li>● Chaplains and RI Teachers</li> <li>● Risk, Compliance and Assets team</li> </ul>
Other Internal Stakeholders	<ul style="list-style-type: none"> <li>● Members of SU support teams</li> <li>● Field staff and volunteers</li> </ul>
External Stakeholders	<ul style="list-style-type: none"> <li>● NT Department of Education</li> <li>● Key supporters and donors at an area level</li> <li>● Key church leaders at an area level</li> <li>● Other Christian ministry groups and community groups</li> <li>● Department of Education representatives in the area, School Principals and their representatives</li> </ul>

<b>Key Accountabilities</b>	
<b>Accountability areas</b>	<b>Responsibilities</b>
<b>1. Spiritual leadership</b>	<ul style="list-style-type: none"> <li>• Providing spiritual leadership and support for SU employees and volunteers in the area.</li> <li>• Encouraging employees 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>
<b>2. Church and community engagement</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Regional Director, develop and maintain strong, effective and strategic external relationships with church leaders, community leaders, government personnel in the area (e.g. Education Departments or Community Services regional staff), supporters and key volunteers</li> <li>• Build relationships with local Churches and enable them to build relationships with local schools and ministry activities</li> <li>• Actively develop or join youth and children's ministry networks that support genuine ministry partnerships in each region</li> <li>• Nurture prospective volunteers, supporters and future RI Teachers and Chaplains</li> <li>• Equip Chaplains, RI teachers and volunteers to advocate for the work of SU Australia at churches and community forums.</li> <li>• Encourage and support networks of youth and children's workers and coordinate a strategic training plan for the area.</li> </ul>
<b>3. Integrated ministry approach</b>	<ul style="list-style-type: none"> <li>• Inspire, lead, develop and support a unified and effective team (employees and volunteers) for all SU ministries and programs in the area.</li> <li>• Build local ownership of local ministry.</li> <li>• Work proactively with other SU teams to obtain the support needed for mission delivery.</li> <li>• Inspire and empower staff and volunteers to develop and implement new ministry initiatives in accordance with the SU strategic plan.</li> <li>• Ensure effective communication and collaboration is established and maintained throughout the area and with other SU departments.</li> </ul>
<b>4. Supporter engagement</b>	<ul style="list-style-type: none"> <li>• In collaboration with the Regional Director and the Marketing and Supporter Engagement team, build and maintain relationships with key donors, company members, prayer supporters and partner organisations.</li> <li>• Be the face of SU for the area and represent the organisation in a highly professional manner at functions etc to build SU's reputation in the community.</li> <li>• Participate and provide leadership in supporter engagement initiatives and fundraising events.</li> </ul>

<p><b>5.</b> Financial and asset management</p>	<ul style="list-style-type: none"> <li>● Assist the Regional Director with managing the operational budget for the area.</li> <li>● Ensure SU ministries in the area are financially viable and sustainable.</li> <li>● Develop and implement initiatives, with support from the Regional Director and from the Equip team and Engagement department, for income generation to support ministry and programs in the area.</li> <li>● With the support of the Regional Director, work in partnership with the Assets team to manage and maintain the Darwin office, vehicles and other assets.</li> </ul>
<p><b>6.</b> Team leadership</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 staff.</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>● 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>● Oversee the equitable distribution and balance of workload.</li> <li>● Identify and manage performance issues. Escalate serious or ongoing issues to the Regional Director, Group Director - Operations and People Services for guidance.</li> <li>● Undertake regular meetings, conduct training and arrange professional development activities for team members.</li> </ul>
<p><b>7.</b> Risk and compliance</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.</b> Team contribution</p>	<ul style="list-style-type: none"> <li>● Contribute to the immediate team and the broader teams in SU.</li> <li>● Participate in SU 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 your own health and safety.</li> <li>● Protect the safety of others. Report hazards, risks and all incidents.</li> </ul>

## Qualifications and experience

- Minimum of three (3) years' experience leading a team, preferably with some experience within the not-for-profit sector.
- Relevant tertiary qualifications are highly desired.
- Experience in designing, delivering and/or coordinating programs for children, young people and their families.
- Driver's license is essential for this role.
- Ochre Card (WWCC) or willingness to obtain

***SU's Leadership and Management Competency Framework contains a complete list of all competencies required of SU's leaders. The most critical competencies for this position are included in the tables below.***

Management competencies	
Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> <li>• A demonstrated commitment to the Christian faith.</li> <li>• An understanding of the core teachings of the Bible and an ability to articulate these teachings appropriately and apply them in personal circumstances.</li> <li>• A commitment to work with various Christian denominations and an appreciation for the theological issues important for working in an inter-church context.</li> <li>• Relationship building and networking experience, preferably within a church-related environment.</li> <li>• Ability to represent the organisation in a highly professional manner at functions, church environments, and with key external stakeholders (including donors and partners).</li> </ul>
Financial astuteness	<ul style="list-style-type: none"> <li>• Understanding financial data and managing financial resources, including budgets and resource allocation.</li> </ul>
Planning and organising	<ul style="list-style-type: none"> <li>• Establishing a course of action for self and/or others to accomplish goals.</li> <li>• Prioritising the work of the team appropriately.</li> <li>• Monitoring team workload and taking corrective action when required.</li> </ul>
Strategic planning	<ul style="list-style-type: none"> <li>• Establishing a course of action to accomplish a long-range goal or vision.</li> <li>• Allocating resources appropriately (people, materials, finances).</li> <li>• Defining intermediate goals and contingencies.</li> </ul>

<b>Leadership competencies</b>	
<b>Competency areas</b>	<b>Definitions</b>
Child Safety Awareness and Leadership	<ul style="list-style-type: none"> <li>• Inspires a commitment to child safety, child wellbeing and cultural safety.</li> <li>• Role models behaviour for team members and others in the organisation that demonstrates the value of children and young people.</li> </ul>
Devoted follower of Jesus	<ul style="list-style-type: none"> <li>• Devoted to following Jesus, and meeting God daily in the Bible and prayer.</li> <li>• Humble and seeks to serve others through leading, as Jesus modelled to us and taught his disciples.</li> <li>• Works from prayer and the Holy Spirit, and not only personal capability and human wisdom.</li> <li>• Exhibits the fruit of the Spirit in life and leadership.</li> </ul>
Courageous leader of people > Drives Vision and purpose > Instils trust	<ul style="list-style-type: none"> <li>• Talks about future possibilities in a positive way.</li> <li>• Articulates the vision in a way everyone can relate to.</li> <li>• Shows personal commitment to the vision.</li> <li>• Follows through on commitments.</li> <li>• Is seen as direct and truthful.</li> <li>• Keeps confidences.</li> <li>• Shows consistency between words and actions.</li> <li>• Readily tackles tough assignments.</li> <li>• Faces difficult issues and supports others who do the same.</li> <li>• Provides direct and actionable feedback.</li> </ul>
Environmentally and contextually aware > Builds networks > Situational adaptability > Organisational savvy	<ul style="list-style-type: none"> <li>• Picks up on situational cues and adjusts in the moment.</li> <li>• Readily adapts personal, interpersonal, and leadership behaviour.</li> <li>• Understands that different situations may call for different approaches.</li> <li>• Maintains relationships across a variety of functions and locations.</li> <li>• Draws upon multiple relationships to exchange ideas, resources, and know-how.</li> <li>• Deals comfortably with organisational politics and knows who has respect, and influence.</li> </ul>
Nimble learning and effective decision-making	<ul style="list-style-type: none"> <li>• Learns quickly when facing new situations.</li> <li>• Takes on the challenge of unfamiliar tasks.</li> <li>• Extracts lessons learned from failures and mistakes.</li> <li>• Makes sound decisions, even in the absence of complete information.</li> <li>• Relies on a mixture of analysis, wisdom, experience, and judgement when making decisions.</li> <li>• Considers all relevant factors and uses appropriate decision-making criteria and principles.</li> <li>• Recognises when a quick 80% solution will suffice.</li> </ul>
Demonstrates Self awareness	<ul style="list-style-type: none"> <li>• Reflects on activities and impact on others.</li> <li>• Proactively seeks feedback without being defensive.</li> <li>• Is open to criticism and talking about shortcomings.</li> <li>• Admits mistakes and gains insight from experiences.</li> <li>• Knows strengths, weaknesses, opportunities, and limits.</li> </ul>

Demonstrates Other-awareness > Values Differences > Interpersonal Savvy > Balances Stakeholders	<ul style="list-style-type: none"> <li>● Seeks to understand different perspectives and cultures.</li> <li>● Applies others' diverse experiences, styles, backgrounds, and perspectives to get results.</li> <li>● Builds rapport in an open, friendly, and accepting way.</li> <li>● Builds constructive relationships with people both similar and different to self.</li> <li>● Balances the interests of multiple stakeholders.</li> </ul>
Communicates effectively	<ul style="list-style-type: none"> <li>● Is effective in a variety of communication settings: one-on-one, small and large groups, or among diverse styles and position levels.</li> <li>● Attentively listens to others.</li> <li>● Adjusts to fit the audience and the message.</li> <li>● Provides timely and helpful information to others across the organisation.</li> <li>● Encourages the open expression of diverse ideas and opinions.</li> <li>● Responds effectively to the reactions and positions of others.</li> </ul>

### 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

<b>Developed by</b>	Regional Director - Northern Region
<b>Approved By</b>	Group Manager, People Services
<b>Effective Date</b>	December 2024