

ROLE STATEMENT



Role Title:	Emerging Leaders Coordinator
Department/ Team:	SU Equip
Location:	West Zone
Reports to:	Group Manager, SU Equip

Scripture Union Australia's Vision & Mission

Scripture Union Australia (SU 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)

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

This role coordinates the development of SU Australia's emerging leaders in the West Zone. Collaborating with national stakeholders, this role ensures that emerging leaders are suitably trained and supported, and that SU Australia volunteers have the knowledge and skills for effective ministry.

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

Key Relationships

Primary Internal Relationships	SU Australia Equip Team Zone Senior Leadership
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	Zone-based field staff (Coordinators, Catalysts)
Internal	<ul style="list-style-type: none">• SU Australia Interns• SU Australia Volunteers• Support Hub
External	<ul style="list-style-type: none">• Partner organisations• Churches/Pastors• Service Providers

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Key Accountabilities	
Accountability areas	Responsibilities
1. Internship	<ul style="list-style-type: none"> • Coordinate West Zone internship program to see ministry supported and young leaders developed and trained. • Oversee appointment, supervision and training of interns. • Coordinate West Zone staff to mentor and supervise interns. • Connect and collaborate with other zone based internship programs, to share training and activities where appropriate and align vision/mission. • Measure and evaluate effectiveness of internship program/activities. Communicate findings to relevant stakeholders.
2. Leadership pathways	<ul style="list-style-type: none"> • Work with West Zone senior leadership to create pathways for developing emerging ministry leaders, including volunteers. • Contribute to SU Australia strategic planning for development of emerging ministry leaders, including volunteers. • Measure and evaluate leadership development strategies to inform local and national ministry decisions, ensuring ongoing effectiveness. • Facilitate national practice community for developing emerging ministry leaders, including volunteers. • Collaborate with and support West Zone Coordinators and Team Leaders to implement development plans and pathways for emerging leaders and new team leaders. • Assist West Zone Coordinators to find mentors and support for emerging ministry and volunteer leaders.

<p>3. Training</p>	<ul style="list-style-type: none"> • Work with West Zone senior leadership to develop a Zone training strategy in line with the overall zone and national Equip strategy. • Work with the Regional Manager and other zone staff to develop a West Zone training plan, including a calendar of events, that meets the needs of volunteers and standards of SU Australia. • Ensure that SU Australia training is offered to and strengthens church ministry. • Working with the Equip team develop and oversee delivery of volunteer training that meets the national minimum standard. • Oversee the development and delivery of additional compulsory orientation training for West Zone. • Working with the Equip team develop and oversee delivery of Team Leader (new and experienced) training in West Zone that meets the national minimum standard. • Ensure evaluation of training strategies is fed back into organisational planning and decision making for ongoing effectiveness. • When required, assist in SU Australia training across zones.
<p>4. Events</p>	<ul style="list-style-type: none"> • Coordinate development activities/events for emerging leaders. For example, LEAD and Junior LEAD camps. • Contribute to the coordination of significant training events for West Zone. For example Volunteer Training Days, Amplify, Water Activities Training Day. • Ensure evaluation of events is fed back into organisational planning and decision making for ongoing effectiveness.

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5. Team contribution	<ul style="list-style-type: none"> • Contribute to the immediate team and the broader teams in SU Australia • Participate in SU Australia 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

- Tertiary Qualifications in Leadership, Ministry, Youth work
- Minimum 3 years experience of leading ministry/missional teams
- Experience in delivering training and development programs
- Familiar with SU Ministries (desired)

Competencies

Competency areas	Definitions
Technical / Professional	<ul style="list-style-type: none"> • Demonstrated ability to develop young leaders • Demonstrated capacity to network and relate well with a range of people, and build effective partnership • Can effectively work with children and young people • Strategic planning and implementation • Measure and evaluate ministry effectiveness • Apply research/data to inform future ministry decisions
Attention to detail	<p>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.</p>

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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 judgment and taking action in line with the level of authority of the role.
Self-management	<p>Managing one's own wellbeing and workplace behavior in order to contribute to a positive culture within SU Australia. 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 <p>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.</p>
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.

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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 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	Group Manager, SU Equip
Approved By	Group Manager, People Services
Effective Date	April 2022