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# Role Statement

Role Title:	District Coordinator
Division:	Field Services
Location:	Various
Reporting and Accountability Relationships:	The DC will report to the assigned Area Manager
Tools of trade:	Mobile phone, computer and in most cases a vehicle

Direct Reports to this Role:	Total Number of Reports:
0	0

<b>Primary Purpose of SU Qld?</b>
SU Qld is an interdenominational Christian organisation whose aim is to make God's good news (his gospel) known to children, young people and families and to encourage people to meet God through the Bible and prayer.

<b>Primary Purpose of Role:</b>
The DC exists for the purpose of envisioning, equipping and resourcing local Christian communities to engage children and young people with Jesus, the Bible and the Local Church. Within Schools SU's engagement is governed by Education Queensland policy.

<b>Key Relationships:</b>	
Internal	Chaplains, Area Manager, Field Development Managers, Field Director
External	Local Chaplaincy Committees, Local Church leaders, School administration

<b>Experience/Qualifications:</b>
DCs do not require a formal qualification but experience is required in leading people and teams. A management qualification would be desirable.

*school chaplaincy*

*camps*

*training*

*resources*

*community outreach*

*at risk youth*



Scripture Union Queensland is a member of the worldwide Scripture Union International community

**Key Duties & Responsibilities:**

**1. Spiritual and strategic leadership**

- Provide leadership for the SU chaplains and volunteers through envisioning around engagement opportunities, and demonstrating servant leadership
- Work and plan strategically to achieve SU's aims

**1. Chaplaincy**

1.1 Recruitment and probation

- Work with schools and communities in establishing new chaplaincy services
- Coordinate the recruitment of new chaplains under the direction of the HR department
- Coordinate the probationary review process under the direction of the HR department

1.2 Chaplain supervision and LCC and school engagement

- Collaborate with the LCC to develop the chaplains annual operational plan
- Meet with chaplains to support them in their ministry and to coach the chaplains towards achieving strategic outcomes.
- Work with HR department in situations where chaplains are underperforming.
- Engage with chaplaincy stakeholders – Local Chaplaincy Committee, school administration, local EQ district officers regularly to ensure effective management of the chaplaincy service
- Envision the chaplain and LCC around the value of camps and community outreach and involve the chaplain as appropriate, and in consultation with the LCC, in these ministries

**2. Local Church Engagement**

- Envision local church leaders, youth leaders and children's ministry leaders around ministry opportunities in schools, and through camps and community outreach
- Develop District/Cluster ministry (school ministry, camps, community outreach) as a strategic partnership between SU and local churches
- Facilitate networks of youth and children's ministry leaders where possible

**3. Financial Management/NSCP (government funding)**

- Monitor the financial status of LCCs and work with SU Operations Department in addressing chaplaincy services in arrears
- Assist principals in requirements around the government funding acquittals

**4. Donor support and acquisition**

- Enlist a team of personal financial supporters
- Engage with these donors through personal contact, newsletters and donor thank you events
- Where events exist, invite potential supporters to fundraising events

**5. General Admin and other**

- Attend SU events such as annual conference, training programs, team meetings as directed by the Area Manager
- Involvement in development projects as directed by Area Manager and in consideration of expertise and current workload

**Key Competencies and Qualities:**

- A living and personal relationship with Jesus Christ and strong Christian character evidenced by servant leadership, a commitment to local church, a valuing of people in general and marginalised people in particular and a willingness to submit to organisational leadership structures.
- A demonstrated ability to manage, lead and develop volunteers and staff in the work place and/or in voluntary situations.
- A demonstrated desire and ability to network, build partnerships and strategic alliances with a range of key people to build the organisation's profile and networks.

- A broad understanding of Christian youth and children’s ministry.
- An understanding of the operation of schools and Education Queensland policies and procedures relevant to the position.
- A demonstrated capacity to monitor and evaluate program and staff quality and effectiveness.
- An ability to effectively communicate to a wide range of people from differing ages, church backgrounds, professions and social groups.
- A capacity and willingness to approach people for financial support.

**Key Requirements:**

SU QLD requires that the successful candidate

1. be able to subscribe to the aim, beliefs and working principles of SU Qld
2. be a member or adherent of a local Christian church
3. be a holder of a “blue card” from the Commission of Children and Young People for the purposes of child related employment
4. be willing to work under SU’s Staff Code of Conduct

Role Description Developed By (Title)	Field Director
Date	15 December 2008