

ROLE STATEMENT

Role Title:	Field Development Manager
Department:	Field Operations Department
Location:	ACT – To be determined
Reports to:	Regional Manager

Direct Reports:	Total Number of Reports:
Chaplains placed in Schools across the ACT Volunteers involved in ministry activities	20 School Chaplains (approx)

SC ACT Vision & Mission

Our **mission** is to bring God's love, hope and good news to children and young people.

Our **vision** is to see each child and young person connected and supported in community, serving others, and experiencing fullness of life.

SC ACT is part of the Scripture Union family, an inter-denominational Christian organisation which has worked in Australian schools for more than 80 years and has successfully employed chaplains since 1990. We have more than 700 people and a highly valued network of 3500 volunteers in the ACT and Queensland.

Purpose of Role

Working collaboratively with churches, schools and volunteers, a Field Development Manager is responsible for leading the local delivery of ministry through training, coaching and releasing both staff and volunteers into ministry opportunities within a particular district. This includes managing a team of school Chaplains.

We work in collaboration with Scripture Union ACT, and this role will serve in the context of that collaboration – on a whole-of-ministry approach, across the ministries of both SC ACT (school chaplaincy and schools programs) and SU ACT (particularly, schools programmes and camps).

Key Relationships

Internal	Director of Field Operations Regional Manager Other Field Development Managers Chaplains Volunteers to SC ACT or SU ACT Field Support and Program Development Team Training Department People Services Department
External	Local Chaplaincy Support Groups School administrations Local church leaders Volunteers to schools Community leaders

Key Accountabilities	Expected Outcomes
<p>1. Spiritual & strategic team leadership</p> <ul style="list-style-type: none"> ○ Implement the relevant elements of our strategic plan in contextually appropriate ways. ○ Develop a team of competent, capable and motivated Chaplains and volunteers in your district encouraging spiritual growth. ○ Model and promote our values and ethos when engaging with staff and volunteers. 	<ul style="list-style-type: none"> ○ You support and maintain a culture where our people consider themselves as followers of Christ first and Christian leaders in their community/place of work second. ○ Ministry to children and young people in your district is growing in size and effectiveness. ○ Employees and volunteers are coached and supported effectively to deliver programs and ministry within our strategic plan. ○ Strategic objectives are met within agreed timeframes.
<p>2. Church & community engagement</p> <ul style="list-style-type: none"> ○ Build relationships with local Christian leaders, participating in Minister's fellowships and advocating for our mission and vision, and seeking alignment on holistic missional opportunities with children and young people in their communities ○ Actively develop youth and children's ministry networks and networking with like-minded community organisations and inter-agency networks ○ Nurture prospective volunteers, supporters and future Chaplains. 	<ul style="list-style-type: none"> ○ You have built strong relationships with local Christian leaders, and developed networks that lead to genuine ministry partnerships. ○ Churches and their people in your district view our work as an excellent avenue to volunteering and investing in the lives of children and young people ○ Businesses, local government and other community groups have a deep respect for our work in the community.
<p>3. School chaplaincy program</p> <p>3.1 Developing and managing Chaplains</p> <ul style="list-style-type: none"> ○ Recruitment of Chaplains is completed in accordance with recruiting protocols and ensuring they receive a local orientation. ○ Meet with chaplains in clusters to support them in their role, and coach them towards achieving their strategic ministry outcomes. ○ Provide feedback to Chaplains on their performance. ○ Identify performance issues and remedy them quickly through two-way communication. ○ Coordinate regular In-Service training and provide development opportunities to Chaplains, as well as encouraging support (including with professional supervisors) 	<ul style="list-style-type: none"> ○ All Chaplaincy positions are filled in a timely manner with suitable chaplains, who are well inducted into their role ○ Chaplains are trained appropriately, are effective in their roles, and feel supported by our organisation ○ Performance is monitored and effective probationary and annual reviews are conducted for Chaplains (infilling data for online process, providing relevant feedback) ○ All serious or ongoing performance issues are escalated up to the Regional Manager, Department Executive and People Services before any action is taken

<p>3.2 Developing Chaplaincy Services</p> <ul style="list-style-type: none"> ○ Work to build the financial capacity of local chaplaincy support groups through training and coaching chairs and treasurers in Forums, connecting them to specialised fundraising and finance support. ○ Support local chaplaincy support groups to fulfill their role according to government policy and our best practice. ○ Collaborate with the Chaplain, the local chaplaincy support group chair and the school to develop Chaplains Development Planning (CDP). ○ Work with schools and communities in establishing new chaplaincy services. <p>3.3 Managing school relationships</p> <ul style="list-style-type: none"> ○ Liaise with Principals and school line managers regarding the implementation of their Chaplaincy Service and the performance of their Chaplain 	<ul style="list-style-type: none"> ○ Training and support is provided to via local forums for local chaplaincy support groups to establish an annual budget and meet agreed financial targets. Local chaplaincy support groups are encouraged to grow in their personal and practical support for the Chaplaincy Service.
<p>4 SU camps & holiday programs</p> <ul style="list-style-type: none"> ○ Develop the camping strategy in your district, including recruiting and coaching event directors and volunteers in clusters. ○ Provide oversight for assigned SU programs in the district. Events are approved and managed appropriately. ○ Coach event directors in SU ethos, best practice, programming, risk management and event administration, and providing phone support during events ○ Develop new programs appropriate to the needs of the community 	<ul style="list-style-type: none"> ○ All students (10yrs old +) in the district have the opportunity to attend an age appropriate, high quality SU or church camp or holiday program ○ Teams of highly motivated volunteers and staff are coached in clusters and trained annually, so that Camps and holiday programs in your district are conducted safely, and spiritual content is communicated appropriately.
<p>5 Partnerships and community development</p> <ul style="list-style-type: none"> ○ Networking chaplains to advocate for our work at churches and community forums. ○ Seek opportunities to grow and thank our supporter - financial, prayer partners, ministry volunteers, etc. ○ Contribute to our fundraising initiatives 	<ul style="list-style-type: none"> ○ Our supporters are well connected with our mission, they know what is happening in the ministry and they act as our advocates ○ Events, fundraisers and opportunities for public advocacy are utilised to build the profile of our work and help people connect with the organisation in appropriate ways (volunteering, finance, prayer, etc)
<p>6 Employing authority & risk compliance</p> <p>With the assistance of the Field Support team:</p> <ul style="list-style-type: none"> ○ Monitor the health, wellbeing, welfare and morale of the team and approving leave arrangements for chaplains 	<ul style="list-style-type: none"> ○ Communicate 'Employing Authority' tasks to stakeholders, as required so they can comply with government policy. ○ Compliance and risk are understood and



<ul style="list-style-type: none"> ○ Ensure that you maintain a healthy workplace and team culture, where all staff are treated with respect and dignity as detailed in the relevant SU QLD employment policies and free from discrimination, according to anti-discrimination law. ○ Efficient updating of staff and volunteer changes. ○ Ensure chaplains comply with their obligations according to the prevailing policies relating to Health and Safety as well as the current Guidelines and Procedures, particularly about reporting all hazards and incidents in the school and our work environment. 	<p>mitigated within your District.</p> <ul style="list-style-type: none"> ○ Your team is aware of and compliant with relevant organisational, legislative and departmental policies, guidelines and procedures – particularly our Code of Conduct, prevailing policies in relation to Prevention of Workplace Bullying, dealing with complaints as well as governmental Student Protection and Mandatory Reporting requirements.
<p>7 Team contribution</p> <ul style="list-style-type: none"> ○ Actively participate and contribute in team meetings and activities. ○ Undertake department project tasks as required ○ Contribute to broader activities of our organization and respond to senior management requests. ○ Contribute to the effective management of the District budget 	<ul style="list-style-type: none"> ○ Contribute to both your Department and to the wider organisation. ○ Undertake and complete specialised project tasks as required ○ Receive positive feedback from direct reports, department executive and relevant internal and external stakeholders.

Qualifications	
Minimum 3 years of experience leading a team preferably within a not-for profit environment combined with tertiary qualifications (minimum Diploma in Youth Work) and management experience.	
Core Competencies	Definition
Vibrant and visible faith	A demonstrated commitment to the Christian faith. An understanding of the core teachings of the Bible, an ability to articulate its message appropriately and apply them in personal circumstances. A commitment to working across all Christian denominations and an appreciation for the theological issues important for working in an interchurch context. An understanding of, and an ability to work respectfully with people of various faith and non-faith perspectives.
Ministry competence	Having developed effective ministry over a period of time, in a variety of contexts, and particularly with children and young people. This should include specific experience and specific professional “know-how”, including: <ul style="list-style-type: none"> ○ A track record of effective ministry ○ Demonstrated supervisory competencies within a Christian framework. ○ A strong people focus ○ Familiarity with Queensland schools is highly desirable.

Maximising team performance	Recognising talent, establishing goals, coaching, resourcing, supporting, providing training, and evaluating performance of team members (Chaplains and volunteers).
Communication	Communicating effectively (written and verbal) in a timely manner with internal and external stakeholders.
Collaboration	Building relationships and working effectively with volunteers and external stakeholders (with no line management responsibility) to achieve excellent ministry outcomes.
Planning & organising	Managing time and multiple priorities, and completing tasks effectively while following established protocols.
Negotiation	Managing competing agendas among stakeholders and reaching outcomes that are in alignment with our policy and gain all stakeholders support and acceptance.
Initiative	Being proactive (often working independently) to achieve organisational goals and objectives in a contextually appropriate way.
Capacity and flexibility	Able to absorb periods of intense workload, including working outside of business hours on occasions (when volunteers are available or on certain ministry events ie camps).
Resilience	Maintaining effectiveness whilst juggling multiple competing priorities, and taking setbacks in your stride

Additional Essential Requirements

We require the incumbent to:

1. live and express their Christian faith in accordance with the aims, beliefs and working principles of Scripture Union International
2. demonstrate a living and personal relationship with Jesus Christ
3. show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular
4. be a respected participant in the life of a local Christian church we recognise
5. hold the relevant government authorization, within your district, for working with children in your employment
6. willing to work under our Staff Code of Conduct

Developed By	Director of Field Operations
Checked By	People Services
Approved By	Director of People Services
Approved By	CEO
Effective	January 2017