

# ROLE STATEMENT

<b>Role Title:</b>	Programs Developer (Part time 0.5 FTE Fixed Term Contract)
<b>Department:</b>	Field Operations
<b>Location:</b>	Brisbane
<b>Reports to:</b>	Children's & Youth Programs Team Leader

## SU QLD Vision & Mission

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

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

SU QLD is an inter-denominational Christian organisation which has worked in 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.

## Purpose of Role

The purpose of this role is to promote effective ministry programs for SU QLD school chaplains, SU QLD volunteers and church-based workers through the development of training, resources, programs and partnerships.

## Key Relationships

Internal	<ul style="list-style-type: none"><li>• Children's and Youth Programs (CAYP) Team Leader</li><li>• Training &amp; Development Manager</li><li>• Regional Managers</li><li>• Field Development Managers</li><li>• Chaplains</li></ul>
External	<ul style="list-style-type: none"><li>• Department of Education Staff</li><li>• Professional Supervisors</li><li>• Training, Programs and Resources Providers</li><li>• External Children, Youth and Families Organisations</li></ul>

Key Accountabilities	Expected Outcomes
<p><b>1. Development of training and professional development</b></p> <ul style="list-style-type: none"> <li>• Working with the CAYP team, Training &amp; Development team and regional staff to develop and deliver training and professional development.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from CAYP Team Leader, colleagues, internal / external stakeholder and training participants.</li> <li>○ Training and Professional Development is developed and delivered within the agreed timeframes.</li> </ul>
<p><b>2. Development of resources and programs</b></p> <ul style="list-style-type: none"> <li>• Working with the CAYP team, Training &amp; Development team and regional staff to development effective resources for children and youth ministry.</li> <li>• Research and share effective ministry programs already developed by other groups, particularly via online means including but not limited to Chappy Lounge.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from CAYP Team Leader, colleagues and internal / external stakeholder.</li> <li>○ Resources are developed as per agreed timeframes.</li> <li>○ Resources are made available on Chappy Lounge.</li> </ul>
<p><b>3. Development of partnerships and networks</b></p> <ul style="list-style-type: none"> <li>• Working with the CAYP team, Training &amp; Development team, regional staff, local churches, denominational groups, community groups and ministry networks to enhance the broader effectiveness of Children and Youth ministry in Queensland.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from CAYP Team Leader, colleagues and internal / external stakeholder.</li> </ul>
<p><b>4. Promotion of current trends and responses</b></p> <ul style="list-style-type: none"> <li>• Develop and promote new ideas to encourage effective children and youth ministry.</li> <li>• Maintain knowledge of current trends through engaging with reading, resources and research.</li> <li>• Promotion of current trends within SU QLD and with other stakeholders through training, online sources and partnerships.</li> </ul>	<ul style="list-style-type: none"> <li>○ Research is conducted on a regular basis.</li> <li>○ New ideas are put forward for consideration.</li> <li>○ New material is developed based on approved trends.</li> </ul>

<p><b>5. Project Coordination in training and professional development</b></p> <ul style="list-style-type: none"> <li>• Take the lead on CAYP team project work as assigned by the CAYP Team Leader. This may include but not limited to, SU QLD conference electives, resource expo and external partnerships (eg Triple P and Aus Identities).</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from CAYP Team Leader, colleagues and internal / external stakeholder.</li> <li>○ Projects are managed within agreed time frames.</li> </ul>
<p><b>6. Team contribution</b></p> <ul style="list-style-type: none"> <li>• Contribution to the team, and. in wider organisation-based activities. Comply with WH&amp;S requirements.</li> <li>• Contribute at team meetings.</li> <li>• Provide back up to other team members as required.</li> <li>• Participate in wider organisation-based activities and learning opportunities.</li> <li>• Comply with WH&amp;S policy and procedures.</li> <li>• Protect own health and safety.</li> <li>• Protect safety of others.</li> <li>• Report hazards, risks and all incidents.</li> </ul>	<ul style="list-style-type: none"> <li>○ Positive feedback from CAYP Team Leader, colleagues and internal / external stakeholder.</li> </ul>

**Qualifications**

- Diploma level qualification in youth work
- 5 years' recent experience in children's, youth and/or families ministry in either a school or church context – preferably both

**Desired Skills**

- Organisational and administrative skills
- Training, program and resource design
- Familiarity with back-end work on online platforms (e.g. WordPress)
- Intermediate level of expertise using Microsoft Office (Excel)

Competency	Definition
<b>Planning &amp; organizing</b>	Initiating and facilitating a course of action for self and/or other to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources.
<b>Technical / Professional</b>	Having achieved a satisfactory level of skills/knowledge and performance in children, youth and families ministry; keeping up with current development trends.
<b>Teamwork (cooperation)</b>	Active participation in, and facilitation of, 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.
<b>Written communication</b>	Expressing ideas clearly in any written format (memo, email, letter) that have the appropriate organisation and structure.
<b>Oral communication</b>	Presenting ideas effectively to individuals or groups when given time for preparation (including nonverbal communication and use of visual aides); targeting presentations to the characteristics and needs of the audience
<b>Organisational awareness</b>	Having and using knowledge of systems situations, pressures, and culture inside the organisation to identify potential organisational problems and opportunities; perceiving the impact and the implications of decisions on other components of the organisation.
<b>Flexibility/Adaptability</b>	Is open to change, can think independently, and will champion new methods if they are proven to be better than the status quo.
<b>Analysis (problem identification)</b>	Securing relevant information and identifying key issues and relationships from a base of information; relating and comparing data from different sources; identifying cause-effect relationships.

<b>Additional Requirements</b>	
SU QLD requires that the incumbent to be:	
<ol style="list-style-type: none"> <li>1. able to subscribe to the aims, beliefs and working principles of SUI</li> <li>2. able to demonstrate a living and personal relationship with Jesus Christ</li> <li>3. able to show strong Christian character evidenced by servant leadership, valuing of people in general and marginalised people in particular</li> <li>4. a respected member of a local Christian church we recognise</li> <li>5. a holder of a "Blue Card" from the Blue Card Services Department for the purposes of child related employment</li> <li>6. willing to work under SU QLD's Staff Code of Conduct</li> </ol>	

<b>Developed by</b>	Children's and Youth Programs Team Leader
<b>Checked by</b>	-
<b>Approved By</b>	Training & Development Manager
<b>Approved By</b>	-
<b>Effective Date</b>	January 2019



*bringing hope to a  
young generation*

