

POSITION DESCRIPTION

HEAD OF MISSION ENABLEMENT

ABOUT THE UNITING CHURCH IN AUSTRALIA

Our purpose: The mission of the Synod operational area is to inspire, empower and support the Uniting Church in all its varied expressions to live out our Christian faith

Our values: Our values will be generous and inclusive, honest and accountable, diligent and professional, just and compassionate, hopeful and courageous

The Uniting Church in Australia (UCA) is one of the largest not for profit and religious organisations in Australia. Broadly, each state is called a Synod and has a governing council with its own boards to manage its affairs. The Synods connect with each other through the national Assembly of the UCA.

Uniting Mission and Education's (UME) role as a board of the Synod of NSW and the ACT is to assist the Church to provide education, theological insight, strategy, research and resources for leadership, discipleship, ministry and mission. UME manages the operations of United Theological College (UTC).

ABOUT THE ROLE

As a key Ministry Leader, the Head of Mission Enablement will contribute leadership and advice on Mission, to the Synod, Assembly and UME Board. This position reports to the Executive Director, Uniting Mission and Education, and is a member of the UME Leadership Team.

As a member of the UME leadership Team, the Head of Mission Enablement shares in a broad responsibility to build the capacity of the Church in leadership, discipleship, ministry and mission. The Head of Mission Enablement will lead a team that encourages the development and delivery of creative approaches to mission enablement that addresses the needs of leaders in presbyteries, congregations, missions, schools and UCA agencies.

The Head of Mission Enablement will provide oversight of project work involving a range of staff and volunteers, including staff placed within the Mission Enablement Team and other teams.

MINISTRY RESPONSIBILITIES

This role will take responsibility for the following areas:

Vision and Strategy

- Provide leadership and encourage the development and delivery of a unique and distinctive approach to building mission capacity, particularly within presbyteries, and those congregations, agencies and schools identified as strategic by the Church
- Create and maintain partnerships relevant to mission enablement
- Continually identify new ways of achieving goals - including sharing of resources and technology.

Mission Enablement

Leading the Mission Enablement Team to:

- Identify and maintain a core platform of a limited number of key programs around mission, discipleship and leadership (such as Mission Shaped Ministry and support for best practice in Life and Witness Reviews)
- Develop and maintain a pro-active and regular process of listening to Presbyteries (and other church groups) around their mission support needs
- Analyse the needs of Presbyteries (and other church groups) and offer and provide support through:
 - the core platform of a limited number of key programs
 - specialist support using other existing materials
 - other means such as advice, new programs, or referrals
- Identify ways to provide support to Presbyteries (and other church groups) that is engaging and easy to access (potentially with local or digital provision)

Staff Leadership

- Oversee and manage team members including their recruitment, induction, encouragement, appraisal and professional development
- Collaborate with the Head of Vital Leadership to facilitate the role of the Mission Enablement team in leadership training
- Collaborate with United Theological College to facilitate the contribution of the Mission Enablement team to formation needs for those in specified ministries
- Collaborate with the Library Manager, Camden Theological Library, to provide Mission Enablement resources across the Synod

Uniting Church in Australia

- Collaborate with UME leadership in the work of UTC, Mission and Strategy, and Vital Leadership teams
- Facilitate mutual communication between UME, Uniting, presbyteries and congregations
- Ensure relevant information is gathered to provide tangible reports that identify the mission and enablement needs and opportunities within presbyteries and congregations
- Report to the UME Board, through the ED, to inform on significant activity, strategy, development and progress
- Assist the Synod, Presbyteries and Assembly as required on matters relating to mission

Mission Formation and Education

- Collaborate with the Head of Mission Strategy, Head of Vital Leadership, and UTC Principal to contribute to the development of education platforms to build missional capacity in the church
- Ensure team activities align with, and contribute to, UCA missional education
- Contribute to the ongoing missional development for formation of those in specified ministries
- Contribute to UME teaching and training programs in consultation with Head of Mission Strategy, Head of Vital Leadership and UTC Principal

Financial and Infrastructure

- Manage the Mission Enablement budget
- Be aware of the overall constraints on Synod finances in leading the Mission Enablement Team
- Manage and report on financial delegations for the team
- Encourage development and curation of resources for use by UCA Presbyteries, Congregations, Missions, schools and agencies

In addition to those outlined above, general responsibilities also include:

- Reading and understanding the Basis of Union, and being prepared to work within the polity and ethos of the Uniting Church in Australia
 - Abiding by the policies and procedures of the Uniting Church in Australia Synod of NSW and the ACT
 - Having a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objectives of Uniting Mission and Education, and the wider Synod.
 - Having a willingness to work a flexible schedule when required
 - Following policy and procedures in relation to workplace health and safety
 - Participating in the maintenance of a safe working environment for themselves and others in the workplace
 - Undertaking additional duties as directed
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MINISTRY RELATIONSHIPS

INTERNAL TO UME

- UME Executive Director
- UME Leadership Team
- UME Board
- Mission Facilitation Team
- Saltbush Team
- Pulse Team
- United Theological College
- Library Manager, Camden Theological Library

EXTERNAL TO UME

- Synod General Secretary
 - Synod Boards and Committees
 - Presbytery office bearers and staff
 - Uniting Church Engagement and Advocacy Leadership
 - Assembly Resource Team
 - Ecumenical Partners
 - UCA Members
 - Counterparts in other Synods
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KEY COMPETENCIES

ESSENTIAL

Supporting and Cooperating

Supports other and shows respect and positive regard for them in social situations. Puts people first, working effectively with individuals and teams, clients and staff

Behaves consistently with clear personal values that complement those of the organisation.

Working with people

- Demonstrates an interest in and understanding of others
- Adapts to the team and builds team spirit
- Recognises and regards the contribution of others

- Listens, consults others and communicates proactively
- Supports and cares for others
- Develops and openly communicates self- insight such as an awareness of own strengths and weaknesses

Adhering to principles and values

- Upholds ethics and values
- Demonstrates integrity
- Promotes and defends equal opportunities, builds diverse teams
- Encourages organisational and individual responsibility towards the community and the environment

Leading and Deciding

Takes control and exercise leadership. Initiates action, gives direction and takes responsibility

Deciding and initiating action

- Makes prompt, clear decisions which may involve tough choices or considered risks
- Takes responsibility for actions, projects and people
- Takes initiative, acts with confidence and works under own direction
- Initiates and generates activity

Leading and supervising

- Provides others with a clear direction
- Sets appropriate standards of behaviour
- Delegates work appropriately and fairly
- Motivates and empowers others
- Provides staff with development opportunities and coaching
- Recruits staff of a high calibre

Interacting and Presenting

Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.

Relating and networking

- Establishes good relationships with members and staff
- Builds wide and effective networks of contacts inside and outside the organisation
- Relates well to people at all levels
- Manages conflict
- Uses humour appropriately to enhance relationships with others

Creating and Conceptualising

Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.

Creating and Innovating

- Produces new ideas, approaches or insights
- Creates innovative products or designs
- Produces a range of solutions to problems
- Seeks opportunities for organisational improvement
- Devises effective change initiatives

Organising and Executing

Plans ahead and works in a systematic and organised way. Follows directions and procedures. Focuses on member satisfaction and delivers a quality service or product to the agreed standards.

Delivering results and meeting member expectations

- Focuses on member needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Sets clearly defines objectives
- Plans activities and projects well in advance and takes account of possible changing circumstances
- Manages time effectively
- Identifies and organises resources needed to accomplish tasks
- Monitors performance against deadlines and milestones

Delivering results and meeting member expectations

- Focuses on member needs and satisfaction
- Sets high standards for quality and quantity
- Monitors and maintains quality and productivity
- Works in a systematic, methodical and orderly way
- Consistently achieves projects goals

Following Instructions and procedures

- Appropriately follows instructions from others without unnecessarily challenging authority
- Follows procedures and policies
- Keeps to schedules
- Arrives punctually for work and meetings
- Demonstrates commitment to the organisation
- Complies with legal obligations and safety requirements of the role

Adapting and Coping

Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

Coping with pressures and setbacks

- Works productively in a high pressure environment
- Keeps emotions under control during difficult situations
- Balances the demands of work life and personal life
- Maintains a positive outlook at work
- Handles criticism well and learns from it

DESIRABLE

Interacting and Presenting

Communicates and networks effectively. Successfully persuades and influences others. Relates to others in a confident and relaxed manner.

Persuading and Influencing

- Makes a strong personal impression on others
- Gains clear agreement and commitment from others by persuading, convincing and negotiating
- Promotes ideas on behalf of self or others
- Makes effective use of political processes to influence and persuade others

Presenting and communicating information

- Speaks clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public speaking with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

Creating and Conceptualising

Open to new ideas and experiences. Seeks out learning opportunities. Handles situations and problems with innovation and creativity. Thinks broadly and strategically. Supports and drives organisational change.

Learning and researching

- Rapidly learns new tasks and quickly commits information to memory
- Gathers comprehensive information to support decision making
- Demonstrates a rapid understanding of newly presented information
- Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and member feedback)
- Manages knowledge (collects, classifies, and disseminates knowledge to use to the organisation)

Formulating strategies and concepts

- Works strategically to realise organisational goals
- Sets and develops strategies
- Identifies and develops positive and compelling visions of the organisation's future potential
- Takes account of a wide range of issues across, and related to, the organisation

Adapting and Coping

Adapts and responds well to change. Manages pressure effectively and copes well with setbacks.

Adapting and responding to change

- Adapts to changing circumstances
- Accepts new ideas and change initiatives
- Adapts interpersonal style to suit different people or situations
- Shows respect and sensitivity towards cultural and religious differences
- Deals with ambiguity, making positive use of the opportunities it presents

QUALIFICATIONS AND EXPERIENCE

Essential

- Relevant qualifications in theology or other relevant disciplines
- UCA Member
- Demonstrated ability to listen and engage with church groups, and then work with them to identify their needs with respect to growing in discipleship, mission and leadership.
- Demonstrated theological understanding of mission, discipleship and leadership formation, church health and growth
- Demonstrated ability to engage with a diverse range of theological and cultural perspectives
- across a range of cultural and societal contexts including; indigenous, multi-cultural, generational, LGBTQI, rural, regional and urban settings
- Proven ability to discern what God is doing in the world, and to engage others in real and effective ways to grow missional awareness and capacity
- Demonstrated team player who actively collaborates, is accommodating and shares resources.

- Demonstrated capacity to Oversee and manage team members, including their recruitment, induction, encouragement, appraisal and professional development
- Demonstrated ability to work in complex organisations
- NSW Working with Children Clearance
- Entitlement to work in Australia
- Current NSW Drivers Licence

Desirable

- Relevant qualification or experience in adult education, mission, discipleship or community development
- Experience in leadership of congregations and/or presbyteries
- Demonstrated capacity to design and develop effective teams

ROLE OVERVIEW

Classification: Non-award
Appointing Body: Uniting Mission and Education
Team: Uniting Mission and Education Leadership Team/Mission Enablement Team
Report Line: Executive Director

Position Holders Name:		Manager Name:	
		Title:	
Date:		Date:	
Signature:		Signature:	