



Position Description

Engagement Co-ordinator (Schools)

Reporting to:	Director Relationships and Connections
Unit:	Equipping Leadership for Mission (eLM)
Location:	CTM 29 College Crescent Parkville
Tenure:	Fixed Term, 18 months
Hours per week:	15 (two days)
Cost centre:	CX100
Date:	July 2024

Employee

Signature

Date

Manager

Signature

Date

Uniting Church in Australia Synod of Victoria and Tasmania

The Uniting Church in Australia Synod of Victoria and Tasmania is the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. It exercises pastoral, executive, administrative and disciplinary responsibilities in relation to the presbyteries within its bounds. In particular, it promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

eLM

equipping Leadership for Mission (eLM) is a pivotal unit in developing the capacity to undertake the mission-based activities of the Synod of Victoria and Tasmania. It is central to supporting a coordinated focus on mission and supporting gathered communities to discern and engage in mission in their local context. It is committed to inter-connectivity across the Church to enable all aspects of the Synod's mission and capacity building activities to occur collaboratively and holistically.

With a theological foundation and working relationally across the life of the Synod, eLM aims to provide education, relationship building, information and resourcing to assist the Church in all its forms (congregational life and ministry, presbytery life and ministry, chaplaincy and outreach ministries, connections with community service agencies and schools) as those various forms engage in internal and external connections.

Relationships & Connections Team

The Relationships & Connections Team walks with presbyteries and reflects congregational interests, in light of the wider Church and community. The team fosters broad connections to resource missional engagement and partnerships with other aspects of society.

The team seeks to create connections and inter-conciliar opportunities to, for example, work together in mission, enhancing cooperation, and managing resources wisely.

The Relationships & Connections Team plays a key role in developing proposals and actions that progressively respond to the evolving needs for ministry in life-giving communities. This includes resourcing the Placements Committee and supporting the grants administration processes. It is also a key liaison point with a range of other engagements including Uniting Church entities, for example, UAICC in Victoria and Tasmania, Schools, Uniting, and Uniting AgeWell.

A key function of this team is to support, coordinate and advocate for the Synod's Chaplaincy Program in relation to various government and not-for-profit institutions.

Role purpose

The Engagement Co-ordinator (Schools) provides logistical administrative support to foster collaboration within the network of Uniting Church schools, the Synod and the wider Church.

The role works closely with Director, Relationships and Connections and key stakeholders to further the UCA schools network and to deepen the Church's relationship with its associated schools.

The role scopes and organises events, identifies opportunities and co-ordinates all the administrative requirements to ensure integrated initiatives and events run to plan.

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- Qualifications related to event management, community engagement or project planning, or relevant equivalent experience.
- Minimum three years demonstrated experience in a similar role.
- Experience working within the educational environment, in particular schools.

Skills, and abilities

The successful applicant will have the following skills, abilities, competencies and qualities:

1. **Logistics and administration skills:** Ability to plan, prioritise and provide logistics support for events, strong administration skills: ability to support meeting planning, and/or event planning.
2. **Service Excellence:** Identifies and responds to clients' underlying needs; uses understanding of the stakeholder's context to tailor communication; looks beyond the obvious to provide outstanding levels of service; constructively deals with service issues that arise in a timely manner.
3. **Project management:** develops project plans with clearly defined objectives and actions; regularly communicates with stakeholders and relevant others; ensures project/event objectives are met by anticipating and managing potential and emerging issues.
4. **Budgeting and Planning:** understanding the parameters within which a project/event is to be delivered, using tools to ensure tasks are delivered upon in a timely manner and communicating to stakeholder about progress in a timely way.
5. **Systems administration:** demonstrates an understanding of system administration and data management; has experience and expertise in the use of database applications.
6. **Problem Solving:** the ability to find creative ways around scheduling difficulties and interpersonal challenges and maintain a focus on a project's higher-level strategy, finding ways to deliver upon that.

Personal competencies/qualities

The successful applicant will have the following personal competencies and qualities:

7. **Flexibility:** adaptable; open to new ideas; accepts changed priorities without undue discomfort; recognises the merits of different options and acts accordingly.
8. **Communication skills:** excellent verbal and written communication skills; excellent interpersonal skills, and ability to effectively interact with a diverse range of individuals (including those in senior leadership roles), groups and committees.
9. **Initiative and accountability:** Proactive and self-starting; seizes opportunities and acts upon them; takes responsibility for own actions; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
10. **Awareness of culture and diversity:** awareness of issues related to inclusion and fairness; understanding of diversity in culture (importance of Culturally and Linguistically Diverse – CALD – communities), ability, age, gender and sexuality (issues related to Lesbian Gay Bisexual Transgender Intersex – LGBTI – communities); capacity to

embrace the values and benefits of diverse communities, including in faith-based gatherings and workplaces.

Other requirements

Applicants will be required to obtain a Working with Children’s Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility may be occasionally required in terms of working hours, with work on weekends and/or in evenings possible from time to time. Travel within Victoria and Tasmania, and interstate, may be required.

Applicants must be willing to work within the UCA’s Workplace Values and Characteristics (see below). They must support the direction outlines in the Synod’s document ‘Our Vision Statement, Mission Principles, Statements of Intent, Strategic Priorities and Areas of Focus’.

Key accountabilities and activities

Key accountabilities	Key activities
<p>Provide administration and logistics services</p>	<p>Provide administration support for the Network Planning Executive, including, for example;</p> <ul style="list-style-type: none"> • agenda and meeting preparation • attend meetings and take minutes • prompt completion and distribution of meeting minutes • coordinate correspondence and other documentation • follow up on papers, proposals and ‘orders of the day’ • liaise with relevant Network members • arrange hospitality including - catering and logistics • ensure information is provided to Network members about governance protocols, including for example, confidentiality, ethical behavior, meeting purpose and terms of reference. <p>Working closely with the Director, Relationships and Connections (eLM), to promote topics of shared interest (including Social Justice areas) by writing on line and social media posts and attending in-person gatherings of staff and students.</p> <p>Provide logistics for Network dinners, forums and/or gatherings, including for example hospitality support, catering orders, organising speakers, special guests and/or presenter requirements.</p> <p>Edit, format and distribute relevant correspondence to events and Network activities.</p> <p>Implement and maintain efficient and accurate electronic filing and record keeping registers and systems.</p>

	<p>Suggest beneficial systems to improve engagement and Network outcomes.</p> <p>Maintain records and registers, for example of relevance to school networks, church news, and circulation.</p> <p>Use corporate credit card in accordance with Synod Ministries and Operations policies and procedures. Will this person have a SMO credit card?</p>
Work in partnership	<p>Develop and maintain effective relationships across the life of the schools and the Church.</p> <p>Pro-actively negotiate and establish effective communication and workflow systems.</p>
Communicate effectively	<p>Confidently convey ideas and information in a clear and interesting way, understanding the target audience and objectives of any communication. Use feedback to refine communication, and handle difficult and sensitive communications.</p> <p>Write briefs, emails and reports, using clear, concise and grammatically correct language. Edit written communications to ensure they contain the information necessary to achieve their purpose.</p> <p>Use multiple communication channels to tailor communication to relevant audiences.</p>
Demonstrate teamwork	<p>Openly share insights with others. Maintain effective and respectful relationships.</p> <p>Participate in team meetings and conversations with peers in a way that encourages collaboration, connection, and lighter and simpler systems.</p> <p>Remain open and flexible to new ideas and the sharing of resources, to ensure the wisest use of resources.</p> <p>Demonstrate enthusiasm for the strategic direction and the purpose and goals of the team and broader unit.</p> <p>Resolve any conflict that may arise through effective reconciliation methods.</p> <p>Participate in team development activities and exercises to enhance own leadership and foster a culture of teamwork across synod ministries and operations.</p>
Manage self	<p>Prepare own work plan annually with agreed measurable outcomes.</p> <p>Demonstrate a commitment to developing self, learning new skills and gaining new insights into own effectiveness.</p> <p>Actively participate in the annual Performance, Planning and Development Program (PPD).</p>

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation.

Synod Ministries and Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision.

Values and Characteristics

Trust – *a dependable partner* - being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

Collaboration – *a shared responsibility* - taking responsibility and collaborating through; knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

Growth – *an expansive culture* - embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

Sustainability – *a healthy ecosystem* - maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.