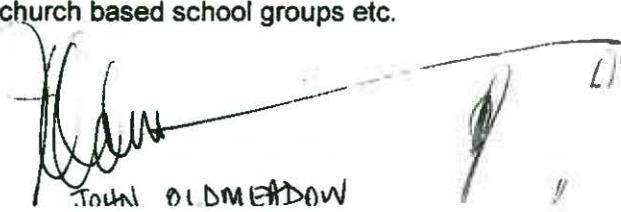


**Position Description**  
**Title: Director: School's Ministry**

UCA 400:001.0009

JAMES MEIN  
FROM 1-1-2008

- Reporting to:
  - Executive Director of the Board of Education
  
- Responsibilities:
  - Membership of Schools Councils for all schools
  - Liaison with Exodus Tutorial Foundation, Exodus House, Newington College (in consultation with Executive Director and Moderator).
  - Organisation and support of CSE
  - Liaison with School Chaplains
  - Link with religious studies / re dept within UCA Schools
  - Links with professional educational organisations within and beyond the Synod (Uniting Education AIS)
  
- Responsible for:
  - Communication between the NSW Synod and the UCA Schools.
  - Advocacy for the schools within the Synod
  - Communication of UCA ethos requirements, regulations, by-laws and other administrative requirements to the UCA Schools.
  
- Tasks:
  - Attendance at School Council meetings and action points flowing there from. (Involvement in the normal life of each school council as reasonable, membership of sub-committees, attendance at school council functions, attendance at school functions as determined e.g. speech nights, school council planning days etc)
  - Scheduling and administratively supporting 5 CSE Meeting annually
  - Arranging and facilitating 2 evenings dinners plus speaker with Chairpersons, Principals, Chaplains, Commission for School Education
  - Arranging and facilitating an annual RE Coordinator/Teacher, School Chaplain's, workshop (2 term each year)
  - Regular reporting to the Board of Education meetings through the Executive Director
  - Membership of Association of Independent Schools Consultative Committee (tbc)
  
- Liaising with:
  - Uniting Resources/Property ( ) re: School building projects
  - UFS (Cathy Tunbridge) re: School's investments, loans etc
  - Uniting Insurance (Scott Driscoll) re: policies etc
  - Uniting Care (Harry Herbert) Re: Ethical Investments Monitoring Committee)
  - ACOMP (Meg Herbert) re: Chaplain's Placements and Reviews
  
- Key Performance Indicators:
  - Attendance at Council Meetings
  - Maintaining files for schools communication in appropriate and accessible manner.
  - Identifying and implementing actions points required by schools for church flowing from council meetings.
  - Commission for School Education
    - Regular scheduled meetings
    - Provision of agenda
    - Record of meeting
    - Minutes circulated
    - Liaison officers report to the CSE
    - Identifying potential and appropriate members for this consultative and support Commission.
    - Workshop – timely notification, level of attendance, evaluation of each workshop
  - AIS
    - Regular attendance at consultative meetings
    - Demonstrated links with other church based school groups etc.

  
James Mein