

## The Uniting Church in Australia

### Synod of NSW and the ACT

#### POSITION DESCRIPTION

**POSITION TITLE:** Director: Schools Ministry

**LOCATION:** 222 Pitt Street, Sydney City

**ACCOUNTABLE TO:** Executive Director, Uniting Mission and Education

**UME PROFILE:** As part of the Uniting Church Synod of NSW & ACT the work of Uniting Mission and Education involves:

- Promoting God's mission for the reconciliation and renewal of the whole of creation, focussing on education and strategies that grow discipleship, leadership and engage communities in mission.
- Relating to Presbyteries to resource and support them in their appointed roles to oversee the life and witness of congregations and faith communities.
- Providing a Synod perspective in resourcing policy development, theological reflection, strategy, programs and local initiatives across the whole life of the Synod.
- Overseeing the provision of education through Uniting Church schools and public schools through Special Religious Education.
- Facilitating research and the provision of education and resources to ordained and lay leaders, congregations, faith communities and other gathered communities.
- Advocating and developing the commitment of the Uniting Church in Australia (UCA) to being a multicultural church.
- Supporting the work and ministry of the Uniting Aboriginal and Islander Christian Congress (UAICC).
- Working equally with lay and ordained ministries to grow new forms of leadership within the Church and community.
- Encouraging the Church to connect and appropriately respond to the context in which it finds itself in NSW and the ACT.
- Promoting co-operative working relationships with other Boards, Presbyteries, other Synods, Assembly, other denominations and appropriate networks and agencies.

**GENERAL OBJECTIVE:**

To provide support for the work of Uniting Church Schools and to provide a point of contact between the Schools and the Synod of NSW.ACT.

**WORK RELATES TO:**

Principals and Councils of Uniting Church Schools  
Chaplains and SRE teachers

**POSITION OVERVIEW:**

The division of Uniting Mission and Education is a team of staff who work co-operatively to achieve team goals. Inter-dependence and flexibility is an expected quality of staff relationships. From time to time specific tasks may be introduced into a particular job description, or all job descriptions, to reflect the changing context in which the UME works.

**SPECIFIC RESPONSIBILITIES:**

- Membership of Schools Councils for all schools (apart from Newington College) – including attendance at Council meetings and other school functions (eg, Speech nights, School Council planning days etc). This will involve some travel to regional areas (Newcastle and Orange).
- Liaison with Exodus Tutorial Foundation and Newington College (in consultation with Executive Director and Moderator)
- organisation and support of Schools Education Reference Group (SERG – 4 per year), School Chairs Group and Chairperson, Principals and Chaplains Dinners (2 per year)
- encourage and support School Chaplains, chair Chaplaincy Appointments Committees and conduct vitality of call and other reviews as required by the Church, manage the pathways to Pastor for non-ordained Chaplains
- link with religious studies departments within UCA Schools
- link with professional educational organisations within and beyond the Synod (eg, Uniting Education, membership of Australian Independent Schools Consultative Committee), and the Synod Schools Education Liaison Group
- promoting the Uniting Church in Schools and the Schools to the Church
- communicate effectively between Presbyteries, the Synod of NSW.ACT and the UCA Schools
- advocate for the schools within the Synod and beyond
- Communicate UCA ethos and requirements of regulations and by-laws and other administrative requirements to the UCA schools
- liaise with Uniting Resources (Property and Uniting Financial Services), Uniting Insurance, UnitingCare, and ACOMP as required

- maintain Schools website
- provide support for religious education teachers

Any other duties as directed by the Executive Director

Read and understand the Basis of Union and have a preparedness to work within the polity and ethos of the Uniting Church in Australia as described in the Basis of Union.

## **SELECTION CRITERIA**

Enthusiastic Self starter

Excellent written and interpersonal skills

A team player who can be flexible and work with others

Ability to multi-task and prioritise work load

Advanced levels of Microsoft Office Software

Qualifications and experience in Education

Awareness and engagement of issues impacting on the Education sector, particularly in relation to independent and religious schools

Commitment to the ethos of the Uniting Church in Australia

Drivers' Licence