

**UNITING CHURCH IN AUSTRALIA NATIONAL ASSEMBLY
POSITION DESCRIPTION**

POSITION TITLE:	National Consultant — Assembly Resourcing Unit Mission and Ministry
APPOINTED BY:	Associate General Secretary
RESPONSIBLE TO:	Associate General Secretary
DIRECT REPORTS:	Nil
TERM OF APPOINTMENT:	Permanent/Placement

ORGANISATION PROFILE:

The Assembly is the national council of the Church, headed by the President of the Uniting Church, with a General Secretary as chief executive officer. The Assembly has determining responsibility for matters of doctrine, worship, government and discipline, including the promotion of the Church's mission, the establishment of standards of theological training and reception of ministers from other communions, and the taking of further measures towards the wider union of the Church. It makes the guiding decisions on the tasks and authority to be exercised by other councils.

In carrying out these responsibilities, the Assembly is guided by the commitments of the Church as expressed in the Assembly's Strategic Plan (2020-2024):

Affirming our faith in the Risen Crucified One, who constitutes, rules and renews the Church, we will live out our covenant as First and Second Peoples, our commitment to be an inter-cultural and inter-generational Church, our commitment to the mutuality and equality of women and men in ministry, valuing the participation and ministry of all the people of God, oriented towards justice, valuing scholarly enquiry and an informed faith, engaging constructively with ecumenical and inter-faith partners and providing a safe place for all people.

PURPOSE OF THE POSITION:

The Assembly Resourcing Unit (Mission and Ministry) is a collaborative, multifocal and interdisciplinary team that will resource the work of the Assembly as set out in its Strategic Plan and priorities, the national work of the Uniting Church and specific projects as identified. The Mission and Ministry team is led by Associate General Secretary and is part of the wider Assembly Resourcing Unit which also includes the Communications team and the Assembly Support Unit (Admin and Finance). The wider ARU is jointly managed by the Associate General Secretary and the National Director of Strategic Finance and Admin.

Key areas of responsibility include:

Mission and Ministry

- Take part in collaborative projects along with partners from other Councils of the Church, UCA agencies or ecumenical and external groups;
- Act as a conduit for communication, information sharing and alignment of purpose between different parts of the Church;

- Work collaboratively with the Assembly Communications team to highlight the identity, character and commitments of the UCA, and
- Support the work of committees, task groups and networks in furthering the responsibilities of the Assembly mandated in the Constitution and Regulations, and as determined from time to time by meetings of the Assembly and Assembly Standing Committee.

Functional Leadership

- To offer leadership in projects where particular expertise of the National Consultant is relevant, and on other projects outside areas of expertise when required to deliver the projects
- To provide advice and support to the President and General Secretary on matters relating to the areas of expertise that they bring to the team
- To share in representing the overall life and mission of the Uniting Church, and the Assembly in general, to the wider Church
- To consult and work collaboratively with other members of the ARU team, other parts of the Assembly, synod bodies and staff members, and members of the wider Uniting Church to deliver on projects
- To work collaboratively and co-operatively with ecumenical partners, where appropriate
- To provide encouragement, pastoral support, advice and mentoring where applicable, to Advocates of the Assembly Circles of Interests
- To be mutually accountable within the ARU in fulfilling the mission of the Uniting Church National Assembly

People Leadership

- Work with other team members to inspire and motivate staff to achieve their professional objectives.
- Provide leadership of small teams where they are taking responsibility for a project or area of work.

Thought leadership

- Design, Implement and review changes to systems, policies, procedures and processes for all areas of responsibility, or when requested to do so.

CORE COMPETENCIES:

All National Consultants will be required to demonstrate the following competencies:

- Demonstrates UCA knowledge and Commitment** – Understands the Church, its Councils, polity, processes and systems of decision-making. Experience working with and for different Councils of the Church and/or agencies. A clear commitment to the theology and ethos of the Uniting Church and a desire to live out the commitments and values of the Uniting Church and to assist others in doing so.
- Communicates effectively** – Communicates clearly and confidently. Influences through engaging others. Listens actively, while shaping conversations to ensure focus and understanding. Adapts communication style and medium to suit the situation and the audience.
- Builds and leverages relationships** – Works with others, across boundaries, to achieve objectives and help colleagues succeed. Builds strong relationships by respecting diversity and supporting and encouraging others. Experience in change management and/or people leadership.

- d) **Focuses on character** – Demonstrates respect, graciousness, authenticity, humility and other qualities of servant leadership in all relationships within the ARU and with other parts of the Church and external partners. Shows a commitment to providing outcomes for the Assembly that contributes to the mission of God across the whole of the Church.
- e) **Focuses on quality outcomes** – Understands work flow and impact of own work on others. Works to achieve the organisations goals whilst also supporting organisational changes. Takes personal accountability for own work. Works according to goals, plans and priorities, adjusting actions to respond to changing circumstances. Manages time effectively, delivers on commitments, and meets deadlines. High attention to detail.
- f) **Drives improvements and solutions** – Carries out systematic and rational analysis to identify the root cause of problems. Makes informed judgments. Anticipates and prevents recurring problems. Creates improvements and puts forward ideas for better work practices. Project management skills and experience.
- g) **Demonstrates personal excellence** – Acts with integrity. Protects sensitive information. Remains positive in the face of setbacks and obstacles. Understands own strengths and limitations and is focused on self-development. Lives out the Assembly values of respect, compassion, hope, justice, integrity and innovation.

KEY STAKEHOLDERS/RELATIONSHIPS:

Internal:

- Associate General Secretary
- Assembly leadership and staff
- Assembly groups connected to the work of the ARU

External:

- Ecumenical bodies and staff relevant to the work of the ARU
- External bodies and organisations relevant to the work of the ARU
- Synod staff whose roles connect with the work of the ARU, and the Assembly

MEASURES OF SUCCESS:

- Effective communication of the identity of the UCA and the work of the Assembly
- Connections developed across the Assembly and the wider UCA for increased commitment to the values of the whole Uniting Church, alignment of strategic and pragmatic goals and collaborative projects in areas of mutual interest
- Delivering on the mandated work of the Assembly in a timely manner and at a high quality

POSITION SPECIFIC KNOWLEDGE / QUALIFICATIONS / WORK EXPERIENCE:

ESSENTIAL:

- A UCA member with a deep understanding of the Church and familiarity with the key documents of the Church (Basis of Union, Code of Ethics, Manual for Meetings, Statement to the Nation, Covenanting Statement and Constitution Preamble, statements related to multicultural commitments, Our Vision for a Just Australia)
- Expertise and experience in a number of the following areas: theological reflection, leadership, education and formation for discipleship and ministry, justice, intergenerational ministry, intercultural ministry, missional and contextual thinking and innovation

- Outstanding communication skills (verbal, visual and written) and expert networkers, experienced at collaboration between multiple stakeholders
- Have skills and expertise in areas of theology, leadership, education, intercultural and intergenerational ministry, discipleship formation, innovative approaches and missional thinking
- Experience in working collaboratively within and with Councils of the Church and Committees
- People Leadership experience, including working collaboratively in multi-disciplinary teams
- Expertise in project management
- High level capacity in using contemporary communication technologies
- Demonstrated strategic thinking

DESIRABLE:

- Tertiary Qualifications in one or more of the following areas: theology, missiology, education, social work, community development, communications, leadership, advocacy

OTHER ACCOUNTABILITIES AND RESPONSIBILITIES:

As outlined in this Position Description as well as:

- Abiding by the policies and procedures of the Assembly and of the Uniting Church in Australia, including requirements of ministry agents if applicable
- Follow policy and procedures in relation to workplace health and safety and participate in maintaining a safe working environment for both yourself and others in the workplace.
- A willingness to work a flexible schedule when required
- Undertaking additional duties as directed

PREPARED BY: Assembly Associate General Secretary