

Christian Education In Schools (CEIS) Network Leader (full position description, November 2021)

The Christian Education in Schools (CEIS) project is seeking a new team member to join the growing service of Christian Education in ACT public schools. If you are a person of Christian faith, are passionate about the faith of young people, and want to be part of a dynamic Canberra team, then you could be our next Network Leader.

The CEIS Network Leader will take joint responsibility for organising, training and leading small teams of CEIS volunteers in the delivery of Christian Education sessions across numerous schools each term. Integral to this position is relationship building with schools, churches, volunteers, students, and the ACT Christian community. Under the direction of the CEIS Coordinator, the Network Leader will work cooperatively with other staff to coordinate curriculum, resources, volunteer and school requirements, using a regular term process. A fluctuation of weekly work hours can occur to accommodate the quieter planning weeks and the fuller teaching weeks.

The CEIS Network Leader, along with other staff, will be allocated nominated administrative and public relations tasks for the effective function and promotion of CEIS. Proficiency will be required in learning the CEIS process and using the associated IT platforms (Teams, Mailchimp, Publisher, ChildSafe). Networking will be required in learning to represent CEIS in a range of community scenarios. Promotion (marketing, events, fundraising, presentations, community connections, etc) will be a key focus for CEIS in 2022. Some occasional work hours may be required over negotiated weekends.

Selection Criteria (please frame your application around these criteria)

Applicants need to demonstrate experience and skills in relation to:

- a person of Christian faith, with a commitment to an ecumenical and modern educational approach that encourages young people to seek, question and explore the basic gospel message of Christianity and Christian festivals
- a teaching degree and/or other qualifications/experience in children's ministry; experience with schools and/or children's ministry will be considered favourably
- the ability to establish rapport with all levels of the community including schools, parents, students, churches, and other volunteers
- sensitivity to the diversity of children and families found within schools and to the varied interpretation of culture and religion; ability to respect and include everyone
- high-level communication, liaison, and presentation skills
- evidence of being an effective team worker with leadership capabilities; able to work with minimal supervision, whilst observing and promoting team and strategic goals
- office skills suitable to develop project, school and volunteer documents and resources (likely to include Teams, word, excel, PowerPoint, Publisher, mailchimp, ChildSafe SMO, website updates, try-booking, GoFundMe, Facebook)
- some flexibility in actual working times in given weeks and across each term
- own transportation, current Australian driver's licence, WWVP registration, Australian citizenship (or application in process)

Application

The Network Leader position is expected to involve at least 10-15 hours per week, with potential for negotiation based on applicant availability and consolidation of current CEIS staff arrangements for 2022. Position commencement for the successful applicant is from mid-January 2022, with potential to negotiate and complete some orientation hours during December 2021. The probationary period will be one school term or equivalent (appointment date dependant). Applicants must address the selection criteria, including evidence of relevant teaching and/or children's ministry qualifications/experience, and good communication, team, and IT skills. Applicants could also indicate preference and any skills for potential administrative and promotion tasks.

Applications should be emailed to coord@ceis.org.au . Shortlisted applicants will be contacted to agree to an interview date soon after the **CLOSING DATE of Friday 26th November 2021**. Contact Karen Baron, 0424 393 748 or coord@ceis.org.au for further information.

Terms of Employment

The Network Leader position provides employment by the ACT Churches' Council on a part-time basis. Salary will be negotiated commensurate with qualifications and experience. Pay will be fortnightly in arrears and adjusted annually in accordance with the annual percentage increase in the ABS Wage Cost series (ABS No. 6345.0). Annual and sick leave entitlements will accrue at the rate of 20 and 10 days per year, respectively, pro-rated based on actual hours worked.

Referees

Please include the names and contact details of three referees, one of whom should be your local church minister, whom you have informed of your application and to whom you have provided the selection criteria and other relevant information.

Support and Accountability

The Network Leader will be accountable to, encouraged and supported by the CEIS Coordinator and the nominated CEIS representative/s of the ACT Churches Council. Office facilities, such as computer, printer, etc will be made available. The Network Leader will be required to have a current driver's licence and WWVP registration, plus use of a personal motor vehicle. Other approved office and task-associated expenses will be met directly or by reimbursement.

Applicants may visit www.ceis.org.au for further information about the CEIS project.