

## Executive Director, NSW Council of Churches POSITION DESCRIPTION October 2021

The Executive Director is elected by and accountable to the Board of the NSW Council of Churches.

The Executive Director will be a mature Christian whose has research skills, good communication skills (oral and written) and networking skills. They will be able to advocate for the Council in the public sphere, including the State and Federal Governments, on social issues within the theological framework of the Council.

The Executive Director role is 2 days per week (0.4FTE) for term of 3 years, with the possibility of renewal, in line with the NSWCC Constitution. Employment arrangements are administered under a service agreement with Sydney Diocesan Services of the Anglican Church in the Diocese of Sydney.

### **Duties and Responsibilities**

1. Engage in research, produce position papers or similar content as required by the Board
2. Engage with government, public servants, or community leaders on matters related to Council interests or business
3. Engage with stakeholders on matters related to Council business or interests
4. Chair the Council Executive (as per the NSWCC constitution)
5. Attend Council Board meetings
6. External communications:
  - Maintain the NSW Council of Churches website and social media accounts
  - Prepare external communications as directed by the Board or the President
7. Internal communications:
  - Liaise with the President with regard to policy decisions of the Board
  - Communicate to the Executive any directives from the Board
  - Communicate to the Board any correspondence from the Executive
8. Perform tasks assigned by the Board

### **Key personal characteristics**

- A deep relationship with Jesus as Lord
- A sense of calling to serve God in this role
- Personal alignment and commitment to the doctrinal statements of the NSWCC
- Ability to work collaboratively in an open, consultative style.
- Strong teamwork ability
- A self starter
- Ability to relate positively across the spectrum of churches and denominations
- Good networking capacity
- IT ability to manage web and online platforms as required
- Strong ability to reflect theologically (theological qualifications an advantage), particularly in areas of Public Theology