

**JOB TITLE:** *Children and Families Consultant*

**LOCATION:** *Auckland*

**HOURS:** *Full-time*

## INTRODUCTION

*Scripture Union supports churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.*

Scripture Union New Zealand is a Christian charity with a strong history of running camps and other programmes and training leaders. Scripture Union is a volunteer-dependent organisation and our staff partner with many hundreds of volunteers leading and running our activities. We also partner with churches to support volunteers working with children and young people and their families. Scripture Union teaches and models regular Bible use and prayer as a key part of growing holistically as a lifelong disciple of Jesus.

Scripture Union is an international organisation, working in many countries worldwide.

E ū pūmau ana Scripture Union ki ngā kaupapa nunui o te noho kōtui tūturu, o te tiaki, me te whāinga wāhi o tētahi, o tētahi, ka takea mai i Te Tiriti o Waitangi. Scripture Union is firmly committed to honouring the principles of partnership, protection and participation inherent in Te Tiriti o Waitangi.

## PURPOSE

- To communicate Scripture Union's vision for faith development of children and their families.
- To plan and implement regular training events for children's ministry workers according to the needs of churches and communities with special responsibility for the Auckland Kia Tipu - to Grow (WAY2GO) conference.
- To encourage churches to connect with the children in their community through a variety of programmes including camps and Holiday Programmes.
- To support other Scripture Union ministries as requested, where possible and in consultation with your manager.

This is a team-supported position reporting to the National Children and Families Team Leader for SUNZ. This requires involvement of the staff member in fundraising before they are able to start, and also an ongoing commitment to maintaining funding support through the period of their appointment.

## QUALIFICATIONS, EXPERIENCE, KNOWLEDGE AND SKILLS

Qualifications and Experience:

- Some theological study or qualification may be an advantage.
- Experience in working with children and families in the New Zealand culture.
- Sound track record of voluntary work in church or community
- A good understanding of the New Zealand primary and intermediate school environment.
- Hold a clean, current unrestricted driver's licence
- A New Zealand citizen, or holder of a valid residency and work permit for New Zealand

### Knowledge

- A sound understanding of New Zealand culture with respect to educational, ethnic, socio-economic; environmental and safety issues.
- An awareness of current trends in New Zealand culture as they affect children and families.
- A reasonable understanding of current church life in New Zealand
- An understanding of and engagement with Scripture Union's ethos, working principles & theological stance.

SUNZ is a member of the Scripture Union International family

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## Skills

### Strategic Focus

- Able to identify trends impacting children and families in New Zealand and in churches and adjust programmes to meet those needs.
- Capacity to evaluate and report against strategic goals.

### Relationship Management

- Able to network effectively with volunteers and staff, managing diverse relationships.
- Ability to build and maintain constructive working relationships within both staff and volunteer teams, and across denominational boundaries.
- Able to work well in a team and able to value and develop volunteers through training, delegating and empowering team members.

### Communication and Training Skills

- An able communicator with both children and adults.
- A capable influencer and persuader of staff and volunteers.
- An ability to train and equip adults.
- Good presentation skills.

### Intra-personal Skills

- Self-motivated
- Able to prioritise tasks, focus and self-manage to achieve outcomes
- Able to organise events and activities through and with others.
- Willingness to travel, be away from home, and be flexible in responding to seasonal demands.

### Attitude:

- A love for Jesus Christ and committed to the power of the Bible as God's Word to change people's lives.
- Enthusiastic about seeing people grow in their relationship with God
- A concern for children and families and their holistic development.
- A passion for children and families, and for experiential education and faith formation.
- A commitment to, and alignment with, the Scripture Union mission, vision, ethos and ministry framework.

### Financial Management

- Ability to set, manage and report against budget responsibilities.

## SUPERVISION

1. You are responsible in the first instance to the National Children and Families Team Leader.

The National Children and Families Team Leader will:

- Work with you to develop and approve strategies & resources for your work.
- Receive reports and statistics.
- Conduct annual performance development reviews

The Children and Families Consultant will:

- Meet with and send reports & statistics to the National Children and Families Team Leader regularly as requested.
- Actively participate in departmental meetings, SUNZ meetings and training as requested.
- Work collaboratively with staff members in the regional team(s), and volunteers to bring specialist skills and support into the mix.

3. Personal Mentor.

Scripture Union strongly encourages all staff to have professional supervision. This will be someone with experience and skills whom you can meet on a regular basis to discuss work issues (and personal issues related to your work). Scripture Union will help you to find someone suitable if you would like us to.

4. Volunteer teams:

Most Scripture Union programmes & camps are organised by volunteer teams.

The Children and families Consultant is delegated responsibility for the development and ongoing support of volunteers including recruiting & training team members.

## RESPONSIBILITIES AND KEY TASKS

Responsibilities	Key Tasks
<p><b>Leadership development</b> To encourage, train and develop children and families pastors and volunteers as they fulfil their roles in their church and local community.</p>	<ul style="list-style-type: none"> <li>• Plan and implement regular training events for children’s ministry workers according to the needs of churches and communities in your region.</li> <li>• Participate in the preparation and running of national Kia Tipu - to Grow (WAY2GO) Children’s Ministry training events.</li> <li>• Train and support people to run or be involved in programmes such as clubs, camps and holiday programmes and intergenerational ministries.</li> <li>• Take part in wider SUNZ Leadership Development programmes as requested.</li> <li>• Be in regular contact (face to face, email etc.) with children and families volunteers and pastors.</li> <li>• Build and encourage networks with others in Children and Families ministry in your area for groups of children and families pastors and volunteers.</li> <li>• Network with people in similar roles in other organisations.</li> </ul>
<p><b>Churches</b> To encourage and assist churches in developing effective mission to children and families based on a sound and contemporary use of the Bible.</p>	<ul style="list-style-type: none"> <li>• Work on a systematic plan to connect with churches in your designated area.</li> <li>• Encourage churches to consider best practice for engaging children and families in church life.</li> <li>• Encourage and model intergenerational ministry where appropriate.</li> <li>• Speak to Pastors and preach at church gatherings in your area where appropriate.</li> <li>• Where opportunities arise, promote and demonstrate the use of Scripture Union resources for Bible engagement and ministry.</li> </ul>
<p><b>Church and community</b> To encourage churches to connect with the children in their community and to promote camps, one off events and Holiday Programmes in the region</p>	<ul style="list-style-type: none"> <li>• Encourage churches to reach out to the children in their community.</li> <li>• Encourage and support programmes including one off events, camps and Holiday Programmes in an area agreed with the Team Leader of Children and Families.</li> <li>• Follow up implementation, safety and maintenance procedures as in the guidelines for setting up holiday programmes and camps.</li> </ul>
<p><b>Scripture Union</b> To support the aims and objectives of Scripture Union</p>	<ul style="list-style-type: none"> <li>• Support the aims and ministry of other Scripture Union programmes as required by the Team Leader of Children and Families Ministry.</li> <li>• Work with local Scripture Union volunteers.</li> <li>• Participate in national Scripture Union staff events.</li> <li>• Use for yourself or be familiar with, the range of Scripture Union Bible Reading and Ministry resources</li> </ul>
<p><b>Promotion</b></p>	<ul style="list-style-type: none"> <li>• Build and maintain a team of supporters from your church, family and friends, who will pray for your ministry, give you encouragement and support you financially.</li> <li>• Produce a regular prayer letter (4 times a year) to keep them informed and make other opportunities to build close links with supporters.</li> <li>• Promote the use of Scripture Union resources and Scripture Union Ministries</li> <li>• Take part in supporter events as requested</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• Maintain a vital personal relationship with Christ, including regular Bible reading and prayer.</li> <li>• Demonstrate commitment to the SUNZ staff team, including attendance at regular team meetings to plan, review, train and pray, staff retreats, and other meetings as required.</li> <li>• Take part in general Scripture Union activities as appropriate.</li> <li>• Provide information required for effective evaluation, strategy, planning and general administration e.g. material for a database of local information, information for fundraising activities etc.</li> <li>• Undertake personal development through relevant training courses and participation in staff development programmes and other methods as agreed with your Team Leader.</li> <li>• Undertake other duties as requested.</li> </ul>