



Leadership Development Programme Coordinator

Position Description

July 2026

Scripture Union New Zealand (SUNZ) offers leadership development, camps for children and young people, community programmes and innovative resources to help churches connect with children and young people in Aotearoa, New Zealand. We are a Christian charity which has operated in Aotearoa since 1880, and part of the Scripture Union International network which includes over 120 countries. Our by-line from Psalm 119 reflects our foundation on God's word as the light for our feet, he rama ki ōku waewae.

We support churches to help children and young people discover Jesus and become life-long disciples who serve the world around them.

In Aotearoa, SUNZ partners with many hundreds of volunteers leading and running our activities. We work alongside churches to encourage their work with children, young people and their families, and promote Bible engagement for all ages. We teach and practise regular Bible use and prayer as key parts of growing holistically as lifelong followers of Jesus.

We are firmly committed to honouring the principles of partnership, protection and participation inherent in Te Tiriti o Waitangi. E ū pūmau ana a 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.

More of the guiding principles of our work are outlined in our Values and Statement of Faith.

This role reports to the:

Leadership Development Facilitator of Scripture Union NZ.

The role has key relationships with:

- SUNZ Ministry Staff
- SUNZ Volunteers
- SUNZ Finance Team
- SUNZ Marketing Team

The purpose of the role is:

This role is an FTE 0.6 role. Its overall purpose is to support the Leadership Development Facilitator with ministry and administrative support along with providing a working relationship with participants and Kaiārahi (mentors), SUNZ staff and volunteers.

Person specification:

- Demonstrate a commitment to the vision and mission of Scripture Union in NZ (SUNZ).
- Effective working relationships with volunteers and staff- a team player fostering a positive work environment. Good interpersonal skills.
- Enjoyment of serving others, looking to encourage and facilitate staff and volunteers in their roles.

- Good written and oral communication.
- Attention to detail and strong planning skills.
- Computer literacy.
- Very good time management and organisational skills. Ability to multitask.
- Commitment to living out a vital Christian faith including regular Bible reading and prayer.
- Ideally based in the same city as the Leadership Development Facilitator and able to work in the SUNZ office. Preferably it will be Auckland based.

Key Responsibility Areas	Key Tasks
Administrative duties	• Work with the Leadership Development Facilitator to set up the Beyond Experience programme at the beginning of each year including finding and interviewing participants. • Manage the SUNZ database and reports. • Manage ongoing programme communications and logistics throughout the year in a timely manner. • Manage bookings and logistics for all Beyond Experience events. (The Weekend, Kaiārahi Connect, online workshops, regional events and graduation.) • Assist Kaiārahi as requested to support their identified Beyond Experience participant(s) • Support Kaiārahi to assist participants complete a Strength Finders Assessment and coaching in the first year • Serve as Kaiārahi (optional) • Work with the Leadership Development Facilitator as requested to provide resources. For example, handbooks, workshop resources etc. • Other duties as requested
Wider SUNZ Involvement	• Attend national Staff Ministry Hui • Participate as a member of the Auckland office team • Participate in other regional and national events and activities as requested • Help with other duties as requested