

Business Unit	Parishes and other Mission Agencies Commission (PMC)
Location Details	St Martin's House, Brisbane CBD
Employment Status	Part time to full time (negotiable)
Reports To	Executive Director, PMC
Direct Reports	N/A
Key Relationships	<ul style="list-style-type: none"> • Parish clergy • Regional Bishops • Staff of Diocesan Commissions

Who We Are

The Anglican Church Southern Queensland (ACSQ) is one of 23 Dioceses that form the Anglican Church of Australia. The ACSQ works to care for and improve the life of the community through our network of parishes, schools, community services, ministry education, and social justice and advocacy. We operate 133 parishes, 14 schools, a theological college and a significant number of residential community and social service programs.

Our Vision

Flourishing faith communities; proclaiming and worshipping, serving and learning

Our Mission

The Mission of the Church is the Mission of Christ – to proclaim the good news of the kingdom of God.

- To teach, baptise and nurture new believers;
- To respond to human need by loving service;
- To seek to transform unjust structures of society, to challenge violence of every kind and pursue peace and reconciliation;
- To strive to safeguard the integrity of creation and sustain and renew the life of the earth;
- To worship and celebrate the grace of God;
- And to live as one holy Catholic and apostolic Church.

Our Values

We aim to be:

- **Faithful** – steadfast in love for God and each other and steadfast in purpose to undertake God's mission
- **Imaginative and creative** – being intentional about reforming culture and traditions for God's world
- **Courageous** – to risk new things and where necessary to make bold decisions
- **Authentic** – being genuine and confident in living and speaking about what we believe as followers of Christ
- **Inclusive and comprehensive** – being welcoming and respectful of a broad range of ideas, and open to dialogue and learning

Your Role and Purpose

As Clergy Wellbeing and Development Officer, you are responsible for assisting the Executive Director of PMC to implement programs and initiatives that support clergy wellbeing and professional and ministerial development. You will be engaged in researching the issues and challenges facing clergy in ACSQ and developing and implementing initiatives in response to needs identified.

You'll work in accordance with the values and ethos of the Anglican Church, working within the Code of Conduct and supporting the operations of the Church.

Key Accountabilities

General Responsibilities

- ▷ Research issues relating to clergy wellbeing and development.
- ▷ Develop and provide advice in the development of policy and other support structures relating to clergy wellbeing and development.
- ▷ Assist in implementing clergy wellbeing and development initiatives including planning, administration, preparing communications and education material and event organisation.
- ▷ Collaborate with clergy and Diocesan Commission staff in the development and implementation of clergy wellbeing and development initiatives.
- ▷ Co-ordinate and support the work of key PMC sub-committees.

You are expected to carry out these duties in compliance with the policies and procedures prescribed by the Canons of the Anglican Diocese of Brisbane.

Key Skills and Experience

- ▷ Excellent organisational ability with capacity to manage multiple and varied tasks simultaneously.
- ▷ Proven ability to manage multi-level stakeholder engagement through strong influencing strategies.
- ▷ Inspirational leader who understands the requirements of change leadership and applies it successfully.
- ▷ A proven record in strategy development and execution through program delivery and project management.
- ▷ Engaging communicator with confidence and humility.
- ▷ Well-developed written skills, particularly in relation to report writing.
- ▷ Adaptability, flexibility and resilience for personal performance and effectiveness.

Role-Specific Requirements

- ▷ Ability and willingness to travel within the Diocese.
- ▷ Hold and maintain a current National Police Certificate and Blue Card (or the ability to acquire them).
- ▷ Current Driver's Licence.

Decision-Making Authority

As per the ACSQ Delegation of Authority Schedule.

Our Team

The Parishes and Other Mission Agencies Commission (PMC) is one of five Commissions within the Anglican Church Southern Queensland. The PMC works in consultation with the Regional Bishops to increase the effectiveness of parishes and chaplaincies through research, strategic planning, resourcing and communication.

This role reports directly to the Executive Director of PMC.

Our Team Values

When working with one another, the PMC team values:

- Dependability
- Consideration
- Service
- Loyalty
- Encouragement
- Resourcefulness

In serving others, the PMC team seeks to be:

- Reliable
- Professional
- Generous
- Supportive
- Understanding

Applications and further information

To apply, please email a resume, cover letter and a response addressing the key skills and experience outlined in the position description. Please email applications to:

stephen.harrison@anglicanchurchsq.org.au

Applications close 31 December 2020.

For further information about the position, please contact Stephen Harrison, PMC Executive Director: email stephen.harrison@anglicanchurchsq.org.au or phone (07) 3835 2233.