



Leadership Development Administration Assistant
Position Results Description
July 2021

This role reports to the:

Leadership Development Facilitator of Scripture Union NZ.

The role has key relationships with:

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

The purpose of the role is:

This role is an FTE 20% role. Its overall purpose is to support the Leadership Development Facilitator with administrative support along with providing a working relationship with parents/participants, pastors/youth workers, camp leaders/directors and SUNZ staff and volunteers. Ideally this person will be based in Ōtautahi/Christchurch.

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

Key Responsibility Areas	Key Tasks
Leadership Development Support	<ul style="list-style-type: none">• Liaise with the Leadership Development Facilitator• Administrative duties as required
Beyond Experience Administration	<ul style="list-style-type: none">• Manage bookings and logistics for Beyond Experience events.• Liaise with identified participants to organise and book flights, airport pickups, dietary requirements for Beyond Experience Events• Assist Kaiārahi/coaches to support their identified mentees• Support Kaiārahi/Coaches to assist participants complete a Strength Finders Assessment as part of their monthly catch ups• Operate the initiation and management of Strength Finders

Please direct questions and expressions of interest to Paul Humphreys.
paul.humphreys@sunz.org.nz or 027-520-3513