



**Leadership Development Administration Assistant
Position Results Description July 2022**

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 Finance Team
- SUNZ Marketing Team

The purpose of the role is:

This role is an FTE 40% 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.

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

To apply or for questions and enquiries contact

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