

QUEENSLAND CHURCHES TOGETHER POSITION DESCRIPTION: GENERAL SECRETARY

Statement of Role:

The General Secretary is the executive officer of Queensland Churches Together (QCT), and is directly accountable to General Meetings of QCT through the Executive and functions within the Constitution of Queensland Churches Together.

They will be:

- a person with ecumenical vision
- someone who seeks to inspire QCT members to a deeper engagement with one another
- a person of prayer and discernment
- motivated from within
- sensitive to the traditions and practices of each member church
- able to take initiative
- able to make full use of current technology

The General Secretary is:

Responsible to: QCT Executive

Appointed by: QCT Executive

Term of Office: Initial three years.
Extension of up to three-year periods after review.

Reporting and responsible to him/her: Administrative and Field Staff

Member of: General Council
Executive

The General Secretary supports the work of QCT Commissions and Working Groups and attends meetings as required.

RESPONSIBILITIES

General Functions:

The General Secretary, working with the QCT Executive, should be responsible for the following matters:

- a) Keeping the aims of QCT before its member churches;
- b) Oversees QCT's programs, image and impact, so that QCT will continue to serve the ecumenical goals of its member churches completely.
- c) Keeps members informed about ecumenical thought and literature, and about current ecumenical developments and activity.

Particular Tasks:

Consistent with the key leadership role of this position, the General Secretary will be responsible for the following areas of work in consultation with President/Vice President when required:

- a) Implementing QCT policy and programs.
- b) Raising matters of policy or programs for the consideration of QCT and its Executive.
- c) Encouraging and nurturing working relationships between:
 - QCT and its member churches;
 - QCT and other churches;
 - QCT and other relevant bodies;
 - QCT and its commissions/working groups/interfaith forum.
 - QCT and other faiths
- d) Assisting in the establishment and/or support of state-wide or regional ecumenical networks;
- e) Leading and directing staff of QCT in their work;
- f) Preparing agendas and working papers for meetings of QCT and its Executive.
- g) Liaison, when required, with the National Council of Churches in Australia (NCCA) and other appropriate councils of churches
- h) Maintenance of the effective running of the office of Queensland Churches Together with Staff Procedures as agreed to by the QCT Executive
- i) Develop and facilitate the Organisational Strategic Plan outlining Who we are, Vision, Strategies and Goals and present the Strategic Action Plan to the Executive on a quarterly basis.
- j) Responsible for financial oversight and preparation of the QCT budgets in consultation with the Treasurer.
- k) Be encouraged to give adequate preparation time which may require being away from the office.

PREFERRED QUALIFICATIONS/EXPERIENCE

The successful applicant will be:

- A committed church member, ordained or lay, of one of the member churches of QCT
- Theologically qualified with a demonstrated commitment to ecumenism
- Competent in relation to administrative ability and organisational skills

Personal attributes and qualities:

- Understanding of and sensitivity towards the theological and ecclesiological positions of the member churches and of churches that do not have membership of QCT.
- Ability to maintain and develop close relationships with QCT member churches.
- Appropriate inter-personal skills
- Appropriate skills in written and oral communication
- Willingness to travel, as occasions require, within the State of Queensland and interstate.
- Holds or is eligible to apply for a Blue Card.

TERMS OF APPOINTMENT

The position will be full-time and appropriate orientation into the position will be given. The initial appointment will be for three years, and following review, re-appointment could be offered for periods of up to three years.

Either employer or employee may terminate the employment contract at any time, provided that advance notice of at least three months is given. Termination procedures initiated by the employer will take into account all legal requirements for early dismissal, and in the case of an ordained person, appropriate procedures for the termination of such a secondment from the relevant member church.

There will be an annual performance appraisal as a means of pastoral support and encouragement.

TRAVEL EXPECTATION

The General Secretary would be expected to undertake travel within Queensland in carrying out her/his responsibilities, and also interstate in order to maintain contact with the national ecumenical network. Such travel would, of course, be within the limits of QCT's budget and of other work responsibilities. Travel allowance will be on the basis of allowances of the successful applicant's denomination in consultation with the Executive.

REMUNERATION

Remuneration will be negotiated on the basis of ministers' stipends and allowances of the successful applicant's denomination, and the relevant leave and superannuation. Any other work-related costs eg telephone rental and calls will be paid by QCT. Removal costs, where applicable, will be subject to negotiation.

In the case of a lay person being appointed, the remuneration package will be negotiated with the appropriate agency of the denomination to which the appointee belongs, in consultation with him/her.

ADDITIONAL MATERIAL

Available from QCT website – www.qct.org.au

APPLICATION

This should be in writing, addressing the selection criteria listed under Preferred qualifications/Experience and Personal Attributes and Qualities, and include the names, addresses and telephone numbers of three suitable referees, including one from within and one from outside the applicant's own denomination. Adequate personal details and history of past and current education and work should be given so that a reasonable assessment of the applicant can be made from the written application.

The preferred applicants will be required to take part in an interview at a mutually acceptable time after all applications have been received, and a current contact telephone/fax number or e-mail should be included.

Application will be accepted by email: admin@qct.org.au or ordinary mail to:

The President
Queensland Churches Together
PO Box 2096
Toowong Qld 4066
Ph: 07 3369 6792 Fax: 07 3369 8573 Email: admin@qct.org.au

APPLICATIONS CLOSE: 24th February 2020