

Position Description

Role Title: Manager of Governance

Reports to: CEO

Allocation: 0.5 FTE (negotiable) 2-Year contract

Location: Christian Education National (CEN) National Office or as specified

Date Prepared: June 2025

POSITION DESCRIPTION: Manager of Governance

A. POSITION OVERVIEW

The *Manager of Governance* at Christian Education National (CEN) plays a critical role in strengthening the governance capacity of Christian school Boards. This position is responsible for supporting Boards with expert guidance on governance practices, regulatory requirements, and policy updates to ensure compliance and effectiveness in leading or overseeing their schools. The role encompasses training, advising, and conflict resolution while maintaining resources that reflect best practices in Christian School governance.

This position is initially a 2-year contract, which may be renewed at the conclusion of the period.

B. SELECTION CRITERIA

Essential

1. An actively demonstrated personal Christian faith.
2. A commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
3. A commitment to respecting, promoting and working within the organisational authority structure of Christian Education National.
4. Deep understanding of governance principles and practices, particularly within a Christian and educational context.
5. Experience in Board-level governance, training, and development.
6. Strong knowledge of national and state regulations impacting school governance.
7. Demonstrated ability to develop and deliver effective training materials and programs.
8. Proven ability to manage conflicts and facilitate resolutions, preferably within a Christian ethos.
9. Excellent written and verbal communication skills for content creation and presentation.
10. Ability to work collaboratively with legal experts and manage stakeholder relationships.
11. Formal qualifications in governance, education management, or a related field.

Desirable

12. Experience in a similar role within a Christian or not-for-profit organisation.
13. Understanding of the unique challenges and regulatory landscape of Christian education.
14. A formal legal qualification would be highly regarded.

C. MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
1. Board Help-Desk Support	<ul style="list-style-type: none"> • Operate a help-desk to respond promptly and effectively to Board enquiries on governance-related matters. • Serve as a point of contact for guidance on issues including governance processes, policy clarification, and Board role definitions. • Provide accurate and accessible advice to address routine and urgent Board governance concerns.
2. Training and Resource Development	<ul style="list-style-type: none"> • Develop, maintain, and update a comprehensive suite of training materials tailored to meet the unique needs of Christian school Boards. • Ensure all resources are aligned with current regulations and standards as outlined by relevant national and state/territory educational and other regulators. • Regularly review and adapt materials to reflect legal and policy changes and emerging best practices in governance.
3. Governance Updates and Industry Insights	<ul style="list-style-type: none"> • Keep Boards informed of the latest developments and regulatory changes affecting school governance. • Deliver regular updates through briefings, newsletters, and other communication channels to help Boards remain compliant and proactive. • Analyse trends in governance and communicate implications for Christian schools, focusing on opportunities and challenges within the sector.
4. Board Training and Development	<ul style="list-style-type: none"> • Facilitate high-quality training sessions for Boards, focusing on core governance principles, fiduciary duties, compliance, and Board roles and responsibilities. • Customise training programs to address specific Board needs and enhance the leadership and oversight capabilities of Board members. • Develop resources and programs that promote a Christ-centred approach to governance and decision-making.
5. Legal Liaison	<ul style="list-style-type: none"> • Collaborate with external legal advisors as required to support Boards on legal governance issues. • Provide Boards with access to legal expertise and guidance on compliance with legislation, risk management, and contract matters.
6. Mediation and Dispute Resolution	<ul style="list-style-type: none"> • Act as a mediator when disputes arise within the Board or between the Board and Executive leadership, fostering resolution in line with Christian principles and organisational values. • Support conflict resolution by facilitating productive dialogue, ensuring parties understand their roles and responsibilities, and encouraging reconciliation.

Duties	Position Expectations
7. Governance Communications and Publications	<ul style="list-style-type: none"> • Contribute articles, insights, and guidance on governance matters for CEN newsletters, website, and other publications. • Create content that reflects good practice, regulatory updates, and Biblical perspectives on governance, aimed at educating and inspiring Board members.
8. Consulting and Policy Development Services	<ul style="list-style-type: none"> • Provide fee-for-service consulting to assist Boards with the development, review, and updating of governance policies, or other governance projects. • Offer advice to Boards on creating policies that align with legal standards, organisational mission, and good governance practices. • Assist Boards to ensure that Board policies are practical, legally sound, and supportive of the Christian ethos of CEN schools.
9. Constitutional Guidance and Amendments	<ul style="list-style-type: none"> • Provide expert guidance to Boards considering amendments to their constitutions, ensuring changes comply with legal standards and best practices (outsourced as necessary). • Offer insights and assistance to Boards in understanding the implications of constitutional updates and supporting a smooth process for change implementation.
10. Online Governance Learning Opportunities	<ul style="list-style-type: none"> • Maintain and enhance online platforms and programs, including the Flint and Steel webinars, to provide accessible, high-quality governance training for Board members. • Develop new online opportunities and content that address emerging governance issues, foster engagement, and support continuous learning for Boards within CEN schools.
11. Senior Leadership Team Participation	<ul style="list-style-type: none"> • Serve as a key member of the CEN Senior Leadership Team, contributing to organisational strategy, decision-making, and initiatives that advance the mission and vision of CEN. • Provide leadership and guidance on issues related to leadership development and consultancy, aligning departmental objectives with CEN's broader goals.

D. KEY RESPONSIBILITIES

Key Performance Indicators (KPIs)

- **Responsiveness:** Prompt and effective responses to Board enquiries through the help-desk.
- **Training Effectiveness:** Positive feedback from Board members on training sessions and materials.
- **Resource Relevance:** Regularly updated training materials and resources that meet regulatory requirements.
- **Governance Updates:** Frequency and clarity of governance updates provided to Boards.
- **Successful Mediations:** Positive outcomes in Board and leadership dispute resolutions.
- **Communication Quality:** Consistently informative and impactful governance content in CEN publications and webinars.
- **Client Satisfaction:** High satisfaction ratings for consulting and governance services provided to Boards.
- **Compliance in Constitutional Amendments:** Guidance that leads to legally compliant constitutional updates.

E. WORK ENVIRONMENT AND CULTURE

At CEN, we are committed to supporting Christian education Boards to lead their schools with integrity, wisdom, and a Christ-centred vision. This role requires a collaborative, proactive individual with a heart for service and excellence in governance, who can adapt to a dynamic educational landscape and engage effectively with diverse Board members.