

Position Description

Role Title: Manager: Leadership Development and Consultancy

Reports to: CEO

Allocation: Full Time

Location: Christian Education National (CEN) National Office
or elsewhere as agreed

Date Prepared: November 2024

POSITION DESCRIPTION: Manager: Leadership Development and Consultancy

A. POSITION OVERVIEW

The Manager: Leadership Development and Consultancy at Christian Education National (CEN) is responsible for driving the organisation's leadership development strategy and enhancing its consultancy services. This role aims to equip and empower leaders at all levels across CEN member schools, build a sustainable pipeline of emerging leaders, and strengthen CEN's consultancy offerings. The Manager will work closely with State Executive Officers, senior school leaders, and a network of consultants to implement effective leadership programs and develop CEN's consultancy structure into a profitable, value-driven service for member schools.

B. SELECTION CRITERIA

Essential

1. Demonstrated experience in leadership development, training, or coaching, preferably within an educational or Christian organisation.
2. Proven ability to design and deliver leadership programs that address varied levels of leadership within schools (or similar organisations).
3. Understanding of the unique needs and regulatory landscape of Christian education in Australia.
4. Excellent interpersonal and communication skills, with experience in building and maintaining client relationships.
5. Proven capability in data-driven program evaluation, performance measurement, and continuous improvement.
6. Experience in recruiting and managing a network of skilled professionals and consultants.
7. Demonstrated ability to write clear, concise, and well-structured reports for various audiences, including senior leaders and stakeholders.
8. Formal qualifications in education, organisational leadership, business administration or similar.

Desirable

9. Previous experience working in a senior leadership role within a Christian education network.
10. Knowledge of or affiliation with Christian Education National (CEN) schools and the broader Christian education sector.
11. Strong background in managing consultancy or professional services, including strategy, marketing, and client relations

C. MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
Leadership Development	
1. Program Rollout and Collaboration	<ul style="list-style-type: none"> Collaborate with State Executive Officers to implement leadership development programs targeting junior, middle, and senior management levels within CEN schools. Provide guidance and support to ensure leadership programs meet the specific needs of schools across various states and adapt to each state's context.
2. Coram Deo Leadership Program	<ul style="list-style-type: none"> Lead the ongoing development of the Coram Deo Leadership program, focused on senior executive leaders, aligning the program's content and structure with CEN's core values and leadership vision. Ensure that the Coram Deo program nurtures a Christ-centred approach to leadership, promoting faithful effective strategic leadership within Christian education.
3. Monitoring and Feedback Mechanisms	<ul style="list-style-type: none"> Develop and implement robust monitoring and feedback systems to assess the effectiveness of leadership programs at all levels. Use data and insights from these mechanisms to refine program content, address emerging needs, and report on outcomes to stakeholders.
4. Leadership Pipeline Development	<ul style="list-style-type: none"> Actively monitor and identify emerging leaders within CEN schools, evaluating their potential and readiness for future leadership roles. Design and implement strategies to strengthen the leadership pipeline, ensuring a steady flow of qualified leaders prepared for progressive responsibilities.
5. Mentoring and Coaching Support	<ul style="list-style-type: none"> Establish mentoring and coaching structures to support leaders across the CEN network. Facilitate access to experienced mentors and coaches, creating opportunities for leaders to grow, develop, and share good practices in leadership within a Christian context.

Consultancy Services	
1. Consultancy Structure Development	<ul style="list-style-type: none"> • Build on and enhance the current consultancy framework at CEN, streamlining processes and improving operational efficiency. • Establish a clear strategic direction to grow consultancy services as a profitable arm of CEN that delivers high value to member schools.
2. Strategic Marketing and Communications	<ul style="list-style-type: none"> • Develop information and marketing materials to promote consultancy services to CEN member schools and other Christian schools outside the network. • Work with the communications team to create engaging content that highlights the benefits of consultancy services, making these offerings accessible and appealing.
3. Consultant Network Expansion	<ul style="list-style-type: none"> • Recruit and onboard a diverse team of consultants, including both CEN-employed consultants and experienced leaders within schools, to provide specialised consultancy services. • Cultivate a network of skilled professionals who are well-versed in Christian education and governance, offering expertise across areas such as strategic planning, school operations, governance, and leadership development.
4. Client Engagement and Relationship Building	<ul style="list-style-type: none"> • Engage with senior school leaders to assess their needs, introduce relevant consultancy services, and tailor solutions that address specific challenges within their institutions. • Maintain strong, ongoing relationships with member schools, serving as a trusted advisor and ensuring a high level of client satisfaction.
5. Performance Measurement and Feedback	<ul style="list-style-type: none"> • Implement feedback mechanisms to measure the success and impact of consultancy services. • Gather insights from clients and consultants to continuously improve service offerings, address areas of need, and enhance client satisfaction.
Senior Leadership Contribution	
1. 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 organisational goals.

D. KEY RESPONSIBILITIES

Key Performance Indicators (KPIs)

- **Leadership Program Impact:** Positive feedback and measurable outcomes from leadership program participants.
- **Pipeline Strength:** Increase in the number of identified and supported emerging leaders in CEN schools.
- **Consultancy Revenue Growth:** Demonstrable increase in consultancy service revenue and profitability.
- **Client Satisfaction:** High satisfaction ratings from schools utilising consultancy services.
- **Engagement Metrics:** Increased engagement from CEN schools and external Christian schools with CEN's leadership and consultancy services.
- **Network Expansion:** Growth in the number and diversity of skilled consultants within the CEN network.

E. WORK ENVIRONMENT AND CULTURE

At CEN, we are committed to nurturing and supporting leaders who will carry forward the mission of Christian education. This role requires a collaborative, forward-thinking individual with a heart for service and a passion for cultivating leadership potential within a Christian context.

APPLICATION PROCESS

To apply for this role, please submit your resume and a cover letter addressing the selection criteria and highlighting your experience in leadership development and consultancy. Applications should be directed to melinda.simson@cen.edu.au