

# Position Description

**Role Title:** Manager of Leadership Development

**Reports to:** CEO

**Allocation:** 0.5 FTE (Negotiable)

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

**Date Prepared:** June 2025

# POSITION DESCRIPTION: Manager of Leadership Development

## A. POSITION OVERVIEW

This role aims to equip and empower leaders at all levels across CEN member schools, and build a sustainable pipeline of emerging leaders. The Manager will work closely with State Executive Officers, senior school leaders, and a network of consultants to implement effective leadership programs for member schools. At CEN, we are committed to nurturing and supporting leaders who will carry forward the mission of Christian education.

## 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. Demonstrated experience in leadership development, training, or coaching, preferably within an educational or Christian organisation.
5. Proven ability to design and deliver leadership programs and training that address varied levels of leadership within schools (or similar organisations).
6. Understanding of the unique needs and regulatory landscape of Christian education in Australia.
7. Excellent interpersonal and communication skills, with experience in building and maintaining relationships.
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.

## C. MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
<b>1. Program Rollout and Collaboration</b>	<ul style="list-style-type: none"> <li>Collaborate with State Executive Officers to implement leadership development programs targeting junior, middle, and senior management levels within CEN schools.</li> <li>Provide guidance and support to ensure leadership programs meet the specific needs of schools across various states/territories and adapt to each state's context.</li> </ul>
<b>2. Coram Deo Leadership Program</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Ensure that the Coram Deo program nurtures a Christ-centred approach to leadership, promoting faithful effective strategic leadership within Christian education.</li> </ul>
<b>3. Monitoring and Feedback Mechanisms</b>	<ul style="list-style-type: none"> <li>Develop and implement robust monitoring and feedback systems to assess the effectiveness of leadership programs at all levels.</li> <li>Use data and insights from these mechanisms to refine program content, address emerging needs, and report on outcomes to stakeholders.</li> </ul>
<b>4. Leadership Pipeline Development</b>	<ul style="list-style-type: none"> <li>Actively monitor and identify emerging leaders in within CEN schools, in collaboration with principals, evaluating their potential and readiness for future leadership roles.</li> <li>Design and implement strategies to strengthen the leadership pipeline, ensuring a steady flow of qualified leaders prepared for progressive responsibilities.</li> </ul>
<b>5. Mentoring and Coaching Support</b>	<ul style="list-style-type: none"> <li>Establish mentoring and coaching structures to support leaders across the CEN network.</li> <li>Facilitate access to experienced mentors and coaches, creating opportunities for leaders to grow, develop, and share good practices in leadership within a Christian context.</li> </ul>
<b>6. Senior Leadership Team Participation</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Provide leadership and guidance on issues related to leadership development and consultancy, aligning departmental objectives with CEN's broader organisational goals.</li> </ul>

## 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.
- **Client Satisfaction:** High satisfaction ratings from schools engaging with leadership programs.

## 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.