

# Position Description

**Role Title:** Manager of Consulting Services

**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 Consulting Services

## A. POSITION OVERVIEW

This role aims to strengthen CEN's consultancy offerings. The Manager of Consulting will work closely with State Executive Officers, senior school leaders, and a network of consultants, to enhance the current consultancy framework. By streamlining systems and enhancing operational effectiveness, the goal is to deliver a high-impact, financially sustainable service that adds genuine value to CEN member schools and extends influence beyond the network.

## 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 advising and consulting, preferably within an educational or Christian context.
5. Understanding of the unique needs and regulatory landscape of Christian education in Australia.
6. Excellent interpersonal and communication skills, with experience in building and maintaining client relationships.
7. Proven capability in data-driven program evaluation, performance measurement, and continuous improvement.
8. Ability to recruit and manage a network of skilled professionals and consultants.
9. Demonstrated ability to write clear, concise, and well-structured reports for various audiences, including senior leaders and boards.
10. Formal qualifications in education, organisational leadership, business administration or similar.

### Desirable

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

## C. MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
<b>1. Consultancy Structure Development</b>	<ul style="list-style-type: none"> <li>• Build on and enhance the current consultancy framework at CEN, streamlining processes and improving operational efficiency.</li> <li>• Develop evidence-based and innovative approaches to consultancy services that demonstrate specific application to the Christian school context.</li> <li>• Establish a clear strategic direction to grow consultancy services as a profitable arm of CEN that delivers high value to member schools.</li> </ul>
<b>2. Strategic Marketing and Communications</b>	<ul style="list-style-type: none"> <li>• Develop information and marketing materials to promote consultancy services to CEN member schools and other Christian schools outside the network.</li> <li>• Work with the communications team to create engaging content that highlights the benefits of consultancy services, making these offerings accessible and appealing.</li> </ul>
<b>3. Consultant Network Expansion</b>	<ul style="list-style-type: none"> <li>• Recruit and onboard a diverse team of consultants, including both CEN-employed consultants and experienced leaders within schools, to provide specialised consultancy services.</li> <li>• 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.</li> </ul>
<b>4. Client Engagement and Relationship Building</b>	<ul style="list-style-type: none"> <li>• Engage with senior school leaders to assess their needs, introduce relevant consultancy services, and tailor solutions that address specific challenges within their institutions.</li> <li>• Maintain strong, ongoing relationships with member schools, serving as a trusted advisor and ensuring a high level of client satisfaction.</li> </ul>
<b>5. Performance Measurement and Feedback</b>	<ul style="list-style-type: none"> <li>• Implement feedback mechanisms to measure the success and impact of consultancy services.</li> <li>• Gather insights from clients and consultants to continuously improve service offerings, address areas of need, and enhance client satisfaction.</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 role objectives with CEN's broader organisational goals.</li> </ul>

## D. KEY RESPONSIBILITIES

### Key Performance Indicators (KPIs)

- **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. The nature of this role may require local and inter-state travel to visit schools and attend CEN conferences.