

# Position Description

**Role Title:** State Executive Officer (SEO) for South Australia

**Allocation:** Part time, 0.2FTE (flexibly applied over the year, as required.)

**Commencement:** January 2025

# **POSITION DESCRIPTION: State Executive Officer, SA**

## **A. POSITION OVERVIEW**

The South Australia State Executive Officer reports to the CEO and is responsible for assisting the SA State Council in ensuring the purposes of CEN are maintained and promoted in member schools across the state.

## **B. PERSONAL CHARACTERISTICS & GENERAL ROLE EXPECTATIONS**

The following attributes are important for the role:

1. An actively demonstrated personal Christian faith.
2. Respect, promote and work within the organisational authority structure of Christian Education National.
3. A demonstrated commitment to serving Christ in Christian education as stipulated in the mission, vision and core values of Christian Education National (CEN).
4. Relevant qualifications and/or experience that are appropriate for this position.
5. An ability to communicate in a manner that maintains the respect of the wider Christian Education community.
6. High level communication and interpersonal skills in working alongside members of the CEN community, including effective collaboration when working within the CEN Staff.
7. A willingness to work in harmony and close collaboration with other members of the Christian Education National team.
8. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
9. A demonstrated commitment to professional self-development in the field of Christian Education.

*NB. Copies of the Constitution, the Vision and Core Values Statement can be found on the CEN website.*

## C: MAIN FUNCTIONS & RESPONSIBILITIES

Duties	Position Expectations
<i>Support for SA CEN Schools</i>	<ul style="list-style-type: none"> <li>• Supporting the Principals and Board Chairs of all CEN schools in South Australia through regular contacts or visits (this includes travelling to schools in remote areas)</li> <li>• Providing resources and facilitation where appropriate</li> <li>• Providing opportunities to enhance teachers' understanding of what it means to 'teach Christianly'.</li> </ul>
Engagement with CEN	<ul style="list-style-type: none"> <li>• Participating in national SEO forums as arranged by Christian Education National (3 times per year in various states)</li> <li>• Managing the budget for the State Council</li> <li>• Responding to direction from the National board and CEO of Christian Education National</li> </ul>
<i>State Event Management</i>	<ul style="list-style-type: none"> <li>• Maintaining, Coordinating and improving the current calendar of events including:               <ul style="list-style-type: none"> <li>○ Induction for new teachers</li> <li>○ Board Professional Development</li> <li>○ CEN Principal meetings</li> <li>○ Board / Principal events</li> <li>○ State Council events and annual AGM</li> <li>○ State Conference</li> </ul> </li> </ul>
<i>Networking</i>	<ul style="list-style-type: none"> <li>• Initiating networking opportunities with other Christian and educational organisations</li> <li>• Networking with other Christian School organisations (eg: CSA, SDA &amp; AACCS)</li> <li>• Networking with peak bodies such as Independent Schools South Australia (AISSA) and the Education Standards Board in SA.</li> </ul>

## D. ACCOUNTABILITY

The SA State Executive Officer is responsible to the CEN South Australia State Council and the CEO of Christian Education National.

<b>Signed by Employee</b>	<b>Signed by Manager</b>
Date:	