

# Position Description

**Role Title:** State Executive Officer (SEO) for Tasmania

**Allocation:** Part time, 0.4FTE (2 days per week)

**Date prepared:** June 2025

## **POSITION DESCRIPTION: TAS State Executive Officer**

### **A. POSITION OVERVIEW**

The Tasmanian State Executive Officer is responsible for working under the direction of and reportable to the Chief Executive Officer of Christian Education National 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. 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. 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. Personal qualities such as adaptability, initiative, versatility, enthusiasm, optimism and the ability to work within a constantly changing environment.
8. 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 TAS CEN Schools</i>	<ul style="list-style-type: none"> <li>• Supporting the Principals and Board Chairs of all CEN schools in Tasmania 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 (approx. 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> <li>○ Any other events or conferences as directed by the State Council</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; AACS)</li> <li>• Networking with peak bodies such as Independent Schools Tasmania and the Tasmanian Board of Studies</li> </ul>
<i>Advocacy</i>	<ul style="list-style-type: none"> <li>• Draw on the advice of the Australian Association of Christian Schools (AACS) and CEN National to ensure efficient distribution of human resources and unity of message</li> <li>• Utilise the personal reputation and contacts of CEN Principals and Board members to promote CEN values, aspirations and concerns in the political arena</li> <li>• Facilitate advocacy forums with our CEN schools, as appropriate from time to time</li> <li>• Keep the State Council informed of potential legislative challenges and other advocacy issues</li> <li>• Liaise with like-minded Christian educational organisations in respect of advocacy issues, to encourage unity of message</li> <li>• By invitation, provide advocacy information/presentations to Boards and Associations</li> <li>• Ensure that Independent Schools Tasmania (IST) clearly understands the concerns and challenges of CEN schools and</li> </ul>

	support IST in their representations to government on behalf of independent schools <ul style="list-style-type: none"> <li>• Keep abreast of any changes to governance obligations that emerge from the Tasmanian government and Tasmanian regulatory bodies and to advise Boards accordingly, particularly in respect of legislation or regulations that relate to our understanding of a Christian Worldview.</li> </ul>
--	--

#### D. ACCOUNTABILITY

The TAS State Executive Officer is responsible to the CEO of Christian Education National.

Signed by Employee	Signed by Manager
Date:	