

Position Description

Role Title: State Executive Officer (SEO) for Victoria

Allocation: Part time, 0.6FTE (flexibly applied over the year, as required)

Commencement: January 2025

POSITION DESCRIPTION: State Executive Officer, Victoria

A. POSITION OVERVIEW

Reporting to the CEO, the State Executive Officer (SEO) works under the direction of the VIC State Council to uphold and promote the purposes of CEN in member schools across the State. The SEO supports the VIC State Council by working across the network of Victorian CEN schools to facilitate enhanced school governance and executive leadership, including fostering effective networking and implementing statewide special projects. The SEO also liaises closely with other faith-based school networks and key stakeholders in the Victorian education community.

Key stakeholders for this position include CEO, State Council Chair, State Council members, Victorian school principals and board chairs, other CEN SEOs; counterparts in other Victorian school networks and education peak bodies.

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
Support State Council (15%)	<ul style="list-style-type: none"> • Accountable for the day-to-day management and administration of the affairs of CEN Victoria, including staffing, budget, etc • Liaise closely with CEN national office, including advising the State Council on CEN strategic plans • Prepare annual plans for CEN Victoria • Plan and co-ordinate execution of State Council special projects • Governance advice and support, as outlined in the CEN Vic State Council Governance Framework (including planning and execution of six-monthly State Forums)
Support school governance (25%)	<ul style="list-style-type: none"> • Advise on leadership and governance matters as applicable to Victorian CEN schools, including CEN vision, mission and values and the role of CEN school associations • Liaise regularly with board chairs and principals • Keep the State Council Chair regularly informed about school governance and leadership challenges in member schools • Provide resources, coordinate accredited training to boards and associations, arrange expert support/facilitation where appropriate • Track and report to State Council on board engagement with governance resources – e.g. Somerset survey, CEN online and face to face training/conferences
Support school executive management (55%)	<ul style="list-style-type: none"> • Liaise regularly with principals and other senior leaders in relation to CEN vision, mission and values • Plan and co-ordinate delivery of gatherings and events (e.g. annual principal gathering) • Plan and co-ordinate delivery of CEN induction (e.g. new principals, executive leaders and teachers) • Plan and co-ordinate delivery of state conferences (every two years) • Support delivery of other key state CEN gatherings and conferences
Networking (5%)	<ul style="list-style-type: none"> • Initiate and support networking opportunities with other Christian and educational organisations and other Christian School organisations (e.g. CSA, SDA) • Maintain and support relationship with AACCS, including co-representing CEN Vic with state government stakeholders • Network with peak bodies and regulators (e.g. Association of Independent Schools, ISV, VRQA)

D. ESSENTIAL SKILLS

Will be able to demonstrate the following skills:

1. Judgment & Decision Making

- Make decisions considering their impact and alignment with relevant laws, policies, and CEN procedures.
- Employ strong analytical and problem-solving abilities to evaluate options and implement decisions in complex and political environments.
- Continuously assess CEN's strategic direction, identifying future challenges and opportunities.

2. Specialist Skills and Knowledge

- Understand the legal, socio-economic, and political context of Christian education.
- Possess expertise in relevant legislative Acts, budgeting, financial procedures, and business strategies.
- Monitor and manage the VIC state CEN budget, ensuring alignment with policies and strategic goals.

3. Management Skills

- Plan, analyse, and deliver responsibilities within budget, time, and quality standards.
- Ensure clear and accurate decision-making, aligned with CEN policies, and provide effective leadership advice in governance and school operations.
- Develop and manage programs, projects, and KPIs, leading a positive and collaborative culture that emphasises continuous improvement and personal responsibility.
- Demonstrate strong leadership & management skills in guiding and motivating team members to achieve common goals and objectives.

4. Interpersonal Skills

- Exhibit strong interpersonal abilities, including relationship-building, influencing, and coaching, while embodying Christian values.
- Engage and support stakeholders to ensure alignment with CEN's values and goals.
- Deliver persuasive presentations, workshops, and written documentation to communicate effectively with stakeholders.

E. KEY COMPETENCIES

- **Communicates Effectively:** Articulates thoughts and ideas clearly and effectively in both written and verbal forms. Actively listens, ensures understanding, and adapts communication style to the audience.
- **Instils Trust:** Demonstrates integrity, transparency, and reliability in all interactions. Builds trust by being consistent, honest, and fair, fostering a culture of respect and ethical behaviour. Demonstrates executive-level ability to hold highly sensitive matters confidential.
- **Persuades:** Influences and convinces others through effective reasoning and compelling presentations. Uses knowledge, experience, and relationships to gain commitment and achieve desired outcomes.
- **Collaborates Demonstrating a Lived Christian Faith:** Works effectively with others, both within and outside CEN, embodying Christian values in all interactions. Fosters a spirit of unity, respect, and mutual support, guided by a commitment to serving God and others.
- **Customer Focus:** Prioritises the needs and expectations of boards, executives and the broader school communities. Strives to exceed expectations by delivering high-quality services and fostering positive relationships.

- **Optimises Work Processes:** Continuously seeks to improve work processes, enhancing efficiency and effectiveness. Analyses workflow, identifies areas for improvement, and implements solutions that maximize productivity.
- **Being Resilient:** Maintains composure and perseverance in the face of challenges and setbacks. Demonstrates a positive attitude, adapts to change, and remains focused on achieving goals despite adversity.
- **Situational Adaptability:** Adapts approach and behaviour to meet the demands of different situations. Recognizes the need for flexibility and is capable of adjusting strategies and methods to align with changing circumstances.

F. ACCOUNTABILITY

The Victoria State Executive Officer reports to the CEO of Christian Education National and is also accountable to the CEN Victorian State Council.

G. QUALIFICATIONS

- Appropriate qualifications as an educational leader.
- Preferably hold a Master's degree from the National Institute for Christian Education.
- Current educational police clearance.
- Valid teacher registration.

Signed by Employee	Signed by Manager
Date:	