

TSCF National Director Job Description



Title: National Director, TSCF

Responsible to: National Board and TSCF AGM

Purpose of job:

- To lead TSCF and promote its mission
- To manage the TSCF staff team

Key relationships:

- With Staff – Head of Student Ministries and other ministry heads, Chief Operating Officer, Regional Team Leaders, Field Staff, Communications Manager.
- With the Board – Board Chair, Treasurer, Convenors of Board Committees.
- With other stakeholders - Leaders of graduate and affiliate ministries, relevant church leaders, leaders of other Christian student ministries, IFES regionally and internationally.

RESPONSIBILITIES

1 Strategic development and management

- 1.1 Develop the strategic direction of TSCF.
- 1.2 Develop an annual plan for the approval of the Board.
- 1.3 Manage the deployment of TSCF staff and resources in accordance with the strategic plan.
- 1.4 Implement the vision and aims and model the values of TSCF.

2 Staff team leadership

- 2.1 Manage the staff team:
 - Ensure staff have adequate personal and professional support to perform their role
 - Ensure staff receive regular feedback on their performance
 - Plan and provide opportunities for staff training, consultation, and ministry development
- 2.2 Supervise the work of senior staff.
- 2.3 Establish appropriate staffing levels and recruit appropriate people to fill staff vacancies.

3 Student ministries

- 3.1 Oversee the national student work.
- 3.2 Work with the Head of Student Ministries to ensure the national and regional student work develops and implement the strategic plan.
- 3.3 Collaborate with Head of Student Ministries to determine programme and personnel for student conferences and training events.

4 Graduates

- 4.1 Develop a strategy for graduate ministry, including post-grad students, academics and the professionals. Ensure the TSCF family is informed of current activities and needs of the Fellowship.
- 4.2 Develop resources and facilitate leaders for graduate ministry.

5 National administration

- 5.1 Report to the board through the Chair via a process of Key Performance Indicators (KPIs), regular reports and Annual Review. Annual KPIs are to be developed by the National Director and approved by the Board.
- 5.2 Meet regularly with Board Chair to update on progress, discuss issues and advise on National Board and AGM agendas.
- 5.3 Advise and participate in National Board subcommittees and working groups as appropriate.

5.4 Develop the active involvement of the President and Vice Presidents of TSCF.

6 Finance

6.1 Meet regularly with the Treasurer to monitor income and expenditure.

6.2 Oversee the preparation of the annual budget in collaboration with Treasurer and Chief Operating Officer.

6.3 Oversee management of TSCF finances in accordance with the budget.

6.4 Monitor staff personal support fund levels.

6.5 Ensure monthly financial reports to the Board and annual audit are completed.

7 Communications and fundraising

7.1 Ensure the TSCF family is informed of current activities and needs of TSCF.

7.2 Maintain and expand TSCF's support in prayer, financial giving and volunteer assistance.

7.3 Promote TSCF's mission, aims and values to Churches and other Christian student ministries and the wider Christian public.

7.4 Develop appropriate partnerships with other Christian student ministries and personal links with key church leaders.

7.5 Liaise with tertiary authorities and government agencies where appropriate.

8 International role

8.1 Liaise with IFES on behalf of TSCF and attend World Assembly and other international gatherings where appropriate.

8.2 Encourage TSCF active partnership and support for IFES movements in the South Pacific.

PERSON SPECIFICATION

The National Director is expected to display the core competencies listed below. (NB: Rating is scaled 1–5, 5=maximum level).

1. MENTORING & DEVELOPMENT

Skill level 5

A person at this level is able to supervise the work of senior staff, including Team Leaders. He/she acts as a mentor to senior staff, facilitating the development of their roles and ministries.

- Provides regular, insightful counsel and feedback to senior staff
- Gives priority in time and attention to relationships with senior staff
- Consults effectively with senior staff in reviewing and developing their ministry
- Models mature Christian character, spiritual disciplines and witness

2. TEACHING & TRAINING

Skill level 5

A person at this level takes the lead in training staff at every level. He/she has expertise in the development of staff as trainers and mentors, and of students as leaders, and translates this into effective training events and programmes.

- Knows and uses a range of teaching methods and presentation styles
- Shows creativity and contextual sense in preparing materials
- Reviews effectiveness regularly and solicits constructive critique
- Empowers others as mentors, and as teachers, trainers, and resource writers
- Promotes value of excellence in training skills among staff

3. TEAMWORK & LEADERSHIP

Skill level 5

A person at this level is able to recruit, form and manage a TSCF staff team, leading it effectively regardless of geographical distribution and differential ministry.

- Manages team activities, meetings and events efficiently and positively, facilitating equal contribution from participants
- Helps others to identify their gifts and aptitudes within the team and to participate appropriately
- Empowers and develops others in leadership
- Identifies and recruits new staff and volunteers for national and regional TSCF positions
- Displays clear vision for the national identity of the TSCF team

4. INNOVATION & STRATEGIC ABILITY

Skill level 5

A person at this level leads TSCF in strategic and innovative thinking at the national level. He/she is able to interpret global, national and regional trends, and to draw on the insight of TSCF staff and others in formulating a comprehensive strategy for TSCF's ministry.

- Seeks out appropriate opportunities to implement new ideas and approaches
- Learns from errors and from constructive criticism, and consequently improves his/her work
- Consults appropriately before carrying out new initiatives
- Promotes awareness and ownership of international and national strategic priorities within the TSCF team
- Is able to balance national and regional strategic priorities effectively

5. COMMUNICATION & RELATIONSHIP MANAGEMENT

Skill level 5

A person at this level maintains an extensive network of national and international contacts. He/she is an effective communicator with mixed and cross-cultural audiences, in both speaking and writing, and is able to mediate in conflict situations. He/she may consult with and train other staff in communication skills, and in relationship management.

- Manages relationships well, listening openly, observing boundaries, and respecting confidentiality
- Uses a full range of active listening and conflict management skills
- Promotes audience discovery through lucid and responsive presentation
- Is able to persuade and motivate others where changes in direction and attitude are needed
- Empowers and develops others as communicators and networkers
- Involves others of complementary skill in ministry
- Builds and maintains personal networks beyond the TSCF community

6. ORGANISING & PLANNING

Skill level 4

A person at this level is able to lead the planning and organisation of complex regional or national events. He/she is proactive in building resource networks and in identifying key personnel, and shows skilled delegation.

- Manages his/her own workload effectively and sustainably
- Meets agreed deadlines and assists others to do so
- Deploys personnel and resources appropriately
- Adapts quickly and effectively to unexpected situations and sudden crises
- Manages delegations carefully, with due attention to reporting, communication and accountability
- Draws on a wide range of resources and personnel in planning and organising

7. BIBLICAL & THEOLOGICAL KNOWLEDGE

Knowledge level 4-5

A person at this level has completed a formal theological qualification. He/she has a thorough knowledge of the biblical text, of biblical and systematic theology, and of apologetics. He/she is regularly involved in equipping staff in these areas, and empowering them to equip others.

- Demonstrates strong insight into Scriptural meaning and application
- Uses varied approaches to the study of Scripture, and trains others to do so
- Encourages others in responsible exegetical method
- Is able to address a range of objections to the gospel
- Facilitates staff growth in biblical and theological knowledge and application
- Equips staff to develop others in biblical and theological knowledge and application

ADDITIONAL EXPERTISE

In addition to the core competencies listed above, the National Director should possess the following:

- Personal experience of TSCF or similar student ministry
- Familiarity with counselling theory and practice
- Familiarity with supervision theory and practice
- A tertiary qualification or equivalent (except in theology)
- A tertiary theological qualification