

## Role Description – Director, St James' Institute

<b>Role:</b>	Director, St James Institute
<b>Reporting to:</b>	The Rector
<b>Purpose:</b>	To lead and manage the operations and activities of the Institute both as a Parish education program and an outreach program to the City of Sydney and beyond through learning, debate and other activities that nurture an understanding of, and confidence in, the Christian faith and living, from a traditional Anglican perspective.
<b>Working with:</b>	<p>This role is integral to the St James' Parish Office. The Office is</p> <ul style="list-style-type: none"><li>• responsible to, and under the guidance and directions of, the Wardens;</li><li>• for the effective and efficient planning, organisation, administration and delivery of Parish services.</li></ul> <p>The role therefore works interdependently with the other roles in the Office requiring excellent liaison, communications, coordination and collaboration as part of a Team.</p> <p>In particular, the role works for and intimately with the Rector, Assistant Rector and other clergy as part of the Parish leadership team.</p>
<b>Special Liaisons:</b>	The St James' Institute Board of Management, the St James Institute Fellows, influential players in the City of Sydney, similar organisations within the Anglican Church around Australia.

### KEY TASKS:

*(These detail the critical duties and process responsibilities of the role. The active verb at the front of each determines the level of responsibility)*

1. **Leadership of the Institute:** Developing, and once approved by the Wardens, implementing the strategic and annual plans and budgets for the Institute including
  - 1.1. reporting on at least a quarterly basis to the Wardens and making recommendations on special projects with options and costings; and
  - 1.2. communicating regularly at Staff Meetings to ensure the Parish Team is informed of, and involved in, upcoming activities.
2. **The Annual Program:** Developing and maintaining high standards in content and delivery of the Program and a focus on the outreach objectives of the Institute and Parish including

- 2.1. Working with the Rector and St James Institute Fellows from time to time to get advice, referrals and inputs into potential networks, activities and the implementation of the Program;
  - 2.2. Design and delivery of seminars and activities including engagement and briefing of presenters and organising all logistics around the following areas
    - 2.2.1. Spirituality and Christian living;
    - 2.2.2. Engaging with scripture;
    - 2.2.3. Anglicanism;
    - 2.2.4. The Christian faith; and
    - 2.2.5. Christianity and contemporary issues.
  - 2.3. With the assistance of the Communications Manager, develop and circulate promotional and marketing material for such events.
  - 2.4. Adopting new and effective means of online delivery of seminars and activities in furtherance of its mission.
3. **Promoting the Institute;** Promoting and raising the profile of the Institute within the Parish, the City of Sydney and around Australia as a thought leader in the above areas including –
- 3.1. Maintaining and developing networks of supporters and potential supporters of the Institute and its mission within the Parish, within the City of Sydney community and around Australia, including with
    - 3.1.1. The legal profession;
    - 3.1.2. Sydney Hospital; and
    - 3.1.3. Neighbouring organisations in the Macquarie Street Historic Precinct.
  - 3.2. Working with the Communications Manager, to market and promote the Institute and to encourage sponsorship and fund raising for its activities.
  - 3.3. Venturing with other faith organisations in seminars and activities consistent with Institute aims to tap the broader target market for Christian programs generally.
4. **Liturgical:** Supporting the Rector and his clergy from time to time in the design and delivery of liturgical resources and activities as required.
5. **Managerial:** Participating in the management and operations of the Parish Office including
- 5.1. Active participation in, and reporting to, Staff and Executive Committee Meetings;
  - 5.2. Manage the finances of the Institute within the budget approved by the Wardens and with the support of the Board of Management

- 5.3. Acting at all times in a professional and respectful manner as an official and representative of the Parish;
- 5.4. Actively observing the Policies, Procedures and Processes of the Parish Office as published from time to time;
- 5.5. Maintaining those sections of the Shared Folder appropriate to the role are up-to-date and accessible by the Parish Office and record the corporate knowledge of the role.

**KPIs:**

*(These Key Performance Indicators are the criteria on which the performance of role is to be assessed from time to time)*

1. **What** the Role should achieve
  - 1.1. The annual plans for the role and the Program within the budget as varied by the wardens from time to time;
  - 1.2. Effective and efficient achievement of the Key Tasks set out in 1-5 above
2. **How** the work of the role was undertaken
  - 2.1. Being polite and respectful;
  - 2.2. Communicating openly and honestly and keeping staff and volunteers informed;
  - 2.3. Working collaboratively and collegially;
  - 2.4. Being constructive, timely and supportive (while challenging at times);
  - 2.5. Acting generally within the spirit of the Parish's theology and traditions – relational, transformational, inclusive, accepting diversity
3. In assessing the performance of the role, feedback from colleagues in the Parish Office, the St James Institute Fellows and users of the above services may be taken into account

**KEY COMPETENCIES:**

*(These are the key competencies and characteristics required to perform the role)*

4. **Liturgical**
  - 4.1. A Strong Christian commitment and a developed understanding of the Christian faith and spirituality and theological issues as they affect individual Christians and their interaction with society
  - 4.2. An entrepreneurial outreach outlook
5. **Technical**
  - 5.1. Sound experience in the innovation, development and delivery of adult learning programs
  - 5.2. Experience in events management;

- 5.3. Understanding of marketing and promotion and especially online marketing.
- 5.4. Experience in operating and expanding a small business

**6. *Personal***

- 6.1. Demonstrated commitment to St James' mission and values as well as a personal involvement in the life of the Parish
- 6.2. Both professional and ethical;
- 6.3. Sound organisational and communication skills
- 6.4. Ability to work independently, collaboratively and influentially with the wide variety of people and organisations as described above;
- 6.5. Good-humoured, self-initiating and positive

**DELEGATIONS:**

**1. *Financial***

- 1.1. An annual financial delegation with monthly limits for spending for both outgoings and capital expenditure.
- 1.2. The approval of all expense for submission to the Accountant