

Southern Presbytery
Position Description
Presbytery Executive Officer

16 October 2023

Purpose of role

To provide enabling leadership and operational excellence to Southern Presbytery.

Accountability

The Executive Officer is accountable to the Presbytery Council through the Presbytery Moderator or other person nominated by the Presbytery Council.

Direct Reports

- Mission Advisor
- Youth Advisor
- Children and Families Advisor
- Communication support

Relationships

Internal

- Presbytery Council
- Presbytery Moderator
- Presbytery
- Presbytery workgroups and committees
- Presbytery Regional Groups
- Presbytery elders
- Congregations and other faith communities
- Ministers and church council secretaries

External

- Synod of Otago and Southland
- Columba College and John McGlashan College
- Presbyterian Support Otago and Presbyterian Support Southland
- Other Presbytery Executive Officers
- Assembly Office
- Knox Centre for Ministry and Leadership
- Uniting Congregations of Aotearoa New Zealand

Key Result Areas

1. Strategy that facilitates an enabling culture for communities of faith

- Resource Presbytery Council in developing strategic directions for the Presbytery to adopt and operational plans that take forward the directions Presbytery adopts (*NB – the existing Strategic Directions Statement accompanies this PD*);
- Implement, monitor, evaluate, revise and report to Presbytery Council regarding achievement of operational plans.

2. Operations and management

- Lead and manage a high-performing team using best Human Resource practices (*The Synod is the contractual employer of staff so the Synod HR advisor will need to be involved if a formal employment issue arises*);
- Provide timely and informed reports to Presbytery Council;
- Build relationships, listen, seek feedback, consult stakeholders including congregations and other communities of faith;
- Develop, implement, monitor and review policies and procedures, as appropriate with Presbytery Council;
- Resource, including by providing advice, bodies, including Presbytery Council, ministers and church councils, to make effective decisions, maintaining up-to-date knowledge of developments relating to the church;
- Exercise fitting leadership in formal situations;
- Ensure that the requirements of the Church are met, including as set out in the Book of Order and in relation to the functions of a Presbytery Clerk;
- Work closely with the Presbytery Moderator, and as appropriate with Presbytery personnel and committees.

3. Financial Management

- In collaboration with the Finance Workgroup, ensure robust financial management and stewardship of Presbytery assets;
- Ensure budget and resources match strategic priorities and operational plans;
- Enable regular reporting to Presbytery Council to track performance and manage risk.

4. Communication aligned with strategic priorities

- Oversee, support and facilitate effective communication across the Presbytery;
- Develop an external communications plan for approval by Council and lead in its implementation.

5. Administration

- Develop and maintain accessible, understandable, fit for purpose and up-to-date systems, ways of working, databases, records, accounts and other data.

6. Risk Management

- Ensure that the Presbytery Council has an up-to-date and complete risk management plan and report against it;
- Ensure health and safety procedures are in place and adhered to and monitor and report compliance;
- Monitor compliance with applicable legislation across the Presbytery including in relation to health and safety and provide regular reports to Presbytery Council.

7. Other

- Undertake other responsibilities as directed by the Presbytery Council.

Qualities

Essential

- An active Christian faith;
- A commitment to the Presbyterian ethos;
- Ability to positively influence others and build positive relationships;
- Proven ability to lead teams;
- Tenacity and personal resilience;
- Flexible and adaptable;
- Understanding of a faith-based culture;
- Strong sense of accountability.

Desirable

- Executive management experience;
- Strategic planning and implementation experience;
- Experience of reporting to a Board;
- Cross-cultural relationships experience;
- Experience in managing risk;
- Knowledge of how the Presbyterian Church functions.