

## POSITION DESCRIPTION

### Presbyterian Church Schools' Resource Office Director

<b>Position Title</b>	Presbyterian Church Schools' Resource Office Director
<b>Reports To</b>	Assembly Executive Secretary (PCANZ)
<b>Direct Reports</b>	N/A
<b>Location</b>	Flexible location. Remote/hybrid options. Close proximity to a major center for travel is essential.
<b>Employment Type</b>	Permanent Part-Time
<b>Hours</b>	20 hours per week
<b>Date Prepared / Reviewed</b>	July 2026

#### Purpose of the Role

The purpose of the role of Presbyterian Church Schools' Resource Office Director is to serve and strengthen the relationship between the Presbyterian Church of Aotearoa New Zealand and those church schools which are affiliated to and associated with it. A key focus will be to strengthen the special character within these schools through providing a resource for advice, advocating, networking, and strategic support.

#### Key Responsibilities

- To provide timely advice and support in response to School staff, Presbyteries and parish queries as required.
- Provide orientation and professional development for School staff, newly appointed Principals, Chaplains and Board members in relation to Presbyterian history, context and ethos.
- Engage with the leaders of Presbyterian Church Schools (Principal, Board members) to promote the value of Presbyterian identity and special character based on a Christian ethos.
- Provide support and encouragement to those engaged in the provision of Christian Education and Chaplaincy in the Presbyterian Church Schools.
- Contribute to curriculum development in Christian Education by proactively sharing best practice and resources amongst schools and their Chaplains.
- Build and maintain effective working relationships with the Presbyterian Church Schools
- Help plan and coordinate the annual Presbyterian Church Schools' Conference and associated Chaplain's conference.
- Provide opportunities for youth ministry connection and development with local churches.

#### Key Relationships

- The Presbyterian Church of Aotearoa New Zealand.
- Presbyterian Church Schools Advisory Group
- Other relevant church school organisations e.g. Anglican Schools Office, Catholic Education Office, NZ Association of R.E. Teachers and School Chaplains.

## Performance Expectations

Key Result Areas	Performance Indicators
<b>Special Character</b>	
Actively demonstrate and role model the strategic vision of connecting church and schools in faith formation	Encourages vision and innovation to advance the special character within a school setting
	Embraces the values, traditions and theology of Presbyterian faith with active leadership in Christian activities.
	Reports annually to the Presbyterian Schools Conference, and to the General Assembly of the Presbyterian Church of Aotearoa New Zealand on the Resource Office progress and developments.
<b>Operational Activities</b>	
Provides range of tasks and resources that support provision to the schools and wider Presbyterian network	Development of on-line resources that are timely, relevant and reflect the ethos, values, history and context of the Presbyterian Church.
	Ensure direct communications with Chaplains in the school network.
	Help plan and coordinate the annual Presbyterian Church Schools' Conference and contribute to the New Zealand Association of Religious Education Teachers and School Chaplains conference.
	Supports teaching staff with the facilitation of content development and provides resources to meet needs.
	Maintenance and development of communication channels, including the management of the website.
<b>Advice, Advocacy and Resource Development</b>	
Supports and provides best practice advice on a range of matters.	Coordination of the sharing of resources throughout the network.
	Promote initiatives and encourage networking amongst schools to enhance development.
	Identifies and develops strategic partnerships within the community that enhance the work of the Resource Office.
	Represents Presbyterian Church of Aotearoa at external forums, presenting a professional and positive image of PCANZ.
<b>Culture</b>	
Providing professional leadership.	Models respect for others in interactions with adults and students.
	Promotes high standards of behaviour by establishing expectations of friendliness, consideration, and common courtesy, based on Christian values.
	Promotes inclusivity as a Christian principle amongst School community members, at the same time acknowledging the diverse nature of New Zealand by ensuring that it is evident in the school culture and that the principles of Te Tiriti o Waitangi are upheld.
	Maintains a safe, learning-focused environment.

### **Skills, Knowledge and Attributes**

- A highly respected leader of faith with relevant tertiary qualifications.
- Proven experience of IT literacy including website management skills.
- Possesses an excellent understanding of the Presbyterian schools network and associated organisations.
- A highly relational person with the ability to network effectively and efficiently.
- The ability to prioritise and balance the many issues that arise on a daily basis.
- Willingness to travel and visit Presbyterian schools in the network.
- An appreciation for the unique context of each school community.
- Able to work closely with a diverse stakeholder community.
- Proven excellent oral and written communication.