**POSITION DESCRIPTION**

**POSITION TITLE: Principal of Uniting College for Leadership & Theology (UCLT)**

**LOCATION: Brooklyn Park Campus**

**APPOINTED BY: Synod of South Australia (Standing Committee)**

**RESPONSIBLE TO: The General Secretary of the Synod of South Australia through the Executive Officer, Mission & Leadership Development (EO MLD)**

**CLASSIFICATION: 5 year placement - Full-time (1.0)**

**POSITION DESCRIPTION**

1. Summary of the broad purpose of the position in relation to the Church’s goals

The Synod of South Australia has articulated its vision as being: ‘An innovative, growing church proclaiming Jesus Christ, empowered by the Spirit to transform God's world.’ In pursuit of this vision it has established the Uniting College for Leadership & Theology (UCLT) for the purpose of ministerial formation, education and training in South Australia.

UCLT was inaugurated in March 2009. It is a centre for education, leadership and formation, accredited by the Uniting Church in Australia (UCA) Assembly, shaped to resource the Synod of South Australia in a period of rapid change. Its innovative structure, curriculum and methods of course delivery have been nationally influential.

UCLT is committed to the principle that leadership can be learned, and that missional leadership is grounded in the study of Scripture and the Christian Faith. From its inception UCLT has given priority to each student’s particular passion, call and gifts, understanding its purpose to be educating courageous disciples and leaders, lay and ordained, for a healthy missional church. Embedded in UCLTs culture and operations is the Uniting Church’s commitment to the Covenant with the United Aboriginal & Islander Christian Congress (UAICC), multicultural and inter-cultural ministry and life, partnerships with churches in the Global South, and diversity as authentic to the life of the Body of Christ.

The Principal will:

* be an active member of the Uniting Church in Australia
* be an innovative, enthusiastic and gifted leader who will actively lead a team of academics and staff to inspire and empower the College to develop effective leaders in the church
* strategically lead the College in response to the Synod’s vision and strategic priorities and in a way that is consistent with the polity and ethos of the Uniting Church as described in the *Basis of Union*
* provide management to enable effective administration of the College and strategic leadership of the faculty and staff
* be a teaching member of faculty, teaching at least one unit per year in one of the subject areas of the College as well as being an active HDR supervisor with both Flinders University and the Adelaide College of Divinity (ACD).
* work with the EO MLD and the Aboriginal Theologian in Residence to actively promote the Centre for Aboriginal Spiritualty within the College
* be responsible for implementing the policies of the Assembly Standards for Ministry Working Group and the Synod of South Australia.

2. Reporting and working relationships

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The Principal will report to the General Secretary of the Synod of South Australia through the Executive Officer MLD. The Principal is ultimately responsible to the Synod/Synod Standing Committee.

The Principal will chair a UCLT Management Team with the following persons who report directly to the Principal:

* Directors of academic disciplines
* Personal Assistant to the Principal
* Other reports as negotiated with the MLDB and the General Secretary.

The Principal will take membership of key committees within the SA Synod:

* Synod Standing Committee
* MLD Board
* ACD Council
* ACD Academic Board
* UCSA Placements Committee.

The Principal will work collaboratively to achieve the strategic and operational goals of the College by liaising with:

* The ACD and the leadership and faculty of UCLT to co-ordinate and promote high quality educational activity (the Principal is a faculty member)
* The EO MLD, Formation Panels and Presbyteries to assist in the formation of lay and ordained people for the ministry and mission of the church
* The Engagement Ministry Centre/Team, Presbyteries, Congregations and other ministries to actively promote the services of the College
* Executive Officers and Human Resources staff
* The College of Humanities, Arts and Social Sciences at Flinders University
* Assembly Standards Committee
* Other Theological Colleges and associations as is strategic to the work and goals of the College.

**3. Statement of key outcomes and associated activities**

The Principal will have primary responsibility for:

* Promoting the vision for theological education and continuing education within the church
* The direction of UCLT through the Mission and Leadership Development Board (MLD Board) and the work of the faculty and staff
* The ministerial and financial sustainability of the College
* The presence and activity of the Centre for Aboriginal Spirituality
* The management of Formation Days and in collaboration with Presbyteries, the establishment of Formation Panels
* Collaborating with the ACD to develop courses and units that reflect the specific goals of the Synod and sustain the College
* Coordinating and overseeing the 5-year reviews of faculty positions
* The development and delivery of non-accredited educational materials (i.e. Code of Ethics, Walking on Country).

The Principal will serve the Synod of South Australia in the following key areas:

**STRATEGIC and INNOVATIVE LEADERSHIP**

* Articulate a clear and compelling vision for the College
* Lead the team in the development of strategies to grow the College
* Discern new and innovative directions needed in education for ministry and mission in the Uniting Church, Synod of South Australia
* Implement specific strategies that come from the Synod Strategic Priorities
* Advise the various councils of the church, on theological education and college matters when required
* Maintain active relationships with Presbytery leaders, and through them, the congregations
* Play an active role in the life of the Uniting Church in South Australia.

**MANAGEMENT**

Work collaboratively with the leadership team to:

* strategically lead the faculty and staff, to build effective, teams, providing spiritual and educational leadership
* Manageand advocate for the resources and finances of the College, in consultation with the Finance & Administration Manager
* Facilitate regular one-to-one staff meetings with direct reports
* Undertake annual performance appraisals for direct reports and facilitate reviews of all faculty and staff
* Encourage, develop and equip team members.

**FINANCE AND ADMINISTRATION**

* Participate in the setting of the annual budget in collaboration with the General Secretary, the General Manager Resources and the Finance and Administration Manager, in accordance with organisational policies
* Work with the Finance and Administration Manager to control income and expenditure operations within the budget allocation.

**GENERAL**

* Actively participate in relevant professional bodies including ANZATS
* Work in collaboration with the councils of the church to promote theological education.

**POLICIES AND COMPLIANCE**

Act in accordance with Uniting Church of South Australia and ACD policies and ensure compliance as it relates to the provisions of relevant legislation. This will include, but is not limited to, Equal Opportunity, Work Health & Safety, complaints management, industrial matters and financial matters, and the Code of Ethics and Ministry Practice of the Uniting Church in Australia.

**DUTIES OF A MINISTER**

As a leading member of the Synod and the leader of UCLT, if the Principal is a minister they will be required to fulfil the relevant Duties of a Minister (UCA Regulations 2.2.1), specifically:

* Preach the Word
* Lead in services of prayer and worship
* Guide and instruct the members of the Church, equipping them for their ministry in the community
* Offer pastoral oversight and counsel.

**PERSON SPECIFICATION**

**Essential Qualifications**

* Member of the Uniting Church in Australia
* PhD (or equivalent) in Theology
* Demonstrated ability to teach and supervise research in one of the disciplines of the ACD
* Demonstrated excellent skills in academic leadership, management and administration in higher education
* Research active.

**Essential personal abilities, aptitudes, skills**

* A passion for the mission of the Church and for developing missional practitioners both lay and ordained
* A growing relationship with God and a proven ability to integrate thoroughly a life of prayer, worship and discipleship with theological scholarship
* Demonstrated ability to provide leadership through guiding and inspiring faculty and staff
* Demonstrated ability to work with, and alongside, people across the theological spectrum and to provide a safe environment for students and staff of different theological backgrounds, ethnicities, genders, and sexual orientations
* Demonstrated excellence in written and verbal communication skills
* Proven ability to lead and work in complex teams
* Proven ability to inspire and encourage others in personal faith and discipleship
* Demonstrated ability and experience in helping form people for leadership in the contemporary context of the church
* An appreciation and commitment to supporting the revised Preamble of the Uniting Church and working in covenant with First Peoples
* A detailed knowledge of the ethos, structure and processes of the Uniting Church and a strong commitment to this
* Proven capacity to foster constructive debate and consensus, to engage the enthusiasm and earn the respect of colleagues and to act with integrity at all times
* Display well-developed competencies in communication and teaching, including the capacity to inspire students and colleagues about their particular area of teaching and research
* Academic publications sufficient to be accepted as an HDR supervisor with Flinders University
* Significant knowledge of leadership and the impact it has on formation of candidates for ordination
* Demonstrated ability to work across multiple groups and stakeholders
* The ability to effectively manage time and responsibilities.

**Essential Knowledge:**

High level of knowledge:

* Of best practice in teaching and learning
* Of the growing multi-cultural church with awareness of issues in leadership for various groups including for First Peoples, 2nd Generation migrants, women, and those in minority groups
* Around principles of leadership for change
* Of contemporary and contextual theologies and hermeneutics
* Of curriculum development and quality assurance
* Of theological education in Australia.

**Essential Experience**

The Principal should be a person who has:

* Experience in working in an innovative, future-thinking organisation
* Experience in leadership within an educational organisation
* Significant experience in ministry in the Uniting Church in Australia
* Teaching experience in tertiary education
* Proven experience in supervising curriculum delivery
* Demonstrated ability to teach and supervise in one of the disciplines of the ACD.

**Summary of Conditions**

* This is a 1.0 FTE 5-year fixed term placement with potential to extend
* In accordance with the Uniting Church in Australia Regulations the Ministerial Stipend (plus 15% loading) and allowances will apply if the successful applicant is a Minister of the Word (MOW) or Deacon
* If the successful applicant is a lay person, she/he will be subject to the conditions of a Ministry of Pastor placement and remuneration will also be based on the current Ministerial Stipend (plus 15% loading) and allowance
* Within three (3) months develop an approved Performance Agreement which will outline the results to be produced (including KPIs)
* Primary place of employment: Uniting College, 312 Sir Donald Bradman Drive, Brooklyn Park, Adelaide
* Work related travel expenses will be reimbursed in accordance with Placements Ministerial Stipends & Allowances Schedule and ATO guidelines
* Tools of trade to perform work requirements will be provided
* Travel and out of hours work will be required from time-to-time
* The successful applicant will be required to submit the appropriate Department of Human Services screening and authority checks prior to the signing of a Terms of Placement or an employment contract. Current satisfactory clearances are required at all times during the tenure of placement or employment.

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