

ASSOCIATE GENERAL SECRETARY

POSITION DESCRIPTION

- Appointed By:** Assembly Standing Committee
- Responsible to:** The Standing Committee
- Reporting to:** The General Secretary
- Has Reporting:** Members of Uniting Faith and Discipleship especially:
National Consultant/Director, Uniting Justice
National Consultant, Theology and Discipleship
National Faith Development Consultant
National Director Multicultural and Cross-Cultural Ministry
Research Fellowship, Christian Education
- National Director UnitingCare Australia
Senior Communications Manager
- Education Resource Assistant, Uniting Faith and Discipleship
Administrative Assistant, Uniting Faith and Discipleship
Personal Assistant to the Associate General Secretary
- Other staff as designated by the General Secretary
- Membership:** As designated by the General Secretary
- Committees Attended:** Assembly Standing Committee
Reference Committees and Working Groups as agreed with the General Secretary
National Committee, UnitingCare Australia
- Basic Purpose:**
1. To lead Uniting Faith and Discipleship in fulfilment of its vision and mission
 2. To share with the General Secretary in developing the vision for, and leadership of, the work of the Assembly and the Church's national life with particular reference to the internal relationships of the Assembly Office
 3. To share with the General Secretary in the co-ordination, management and leadership of Assembly agencies, committees and staff
 4. To be the Acting General Secretary in the absence of the General Secretary on leave or overseas or when designated by the President

Major Responsibilities:

1. (a) To lead the Uniting Faith and Discipleship Team in giving expression to its vision and mission statement, identifying new areas of needed work and determining work priorities within the mandate

(b) To facilitate the work of various working groups and committees associated with that team

(c) To lead and act as the National Director for the Relations with other Faiths area of work
2. (a) To share with the General Secretary in developing the vision for, and leadership of, the work of the Assembly and the church's national life, with particular attention to matters of staffing, relationship and change management in the internal life of the Assembly

(d) To share with the General Secretary in the development of the budget as appropriate to the leadership responsibilities of the Associate's role
3. To work with the General Secretary in promoting facilitative leadership, teamwork and networking of all Assembly staff including by:
 - (a) leading the Assembly Secretariat staff meeting
 - (b) co-ordinating the National Directors' meetings
4. To work with synods and presbyteries in consultative and appropriate partnerships to foster the mission of the church and the work of the Assembly as appropriate to the leadership responsibilities of the Associate
5. To be acting General Secretary in the absence of the General Secretary on leave or overseas or when designated by the President.
6. To undertake other tasks as agreed with the General Secretary

Term of Appointment:

Initial term of five years, after which the appointee may, after review, be reappointed for terms of up to five years at a time as determined by the Standing Committee

Approved by the Assembly Standing Committee, July 2010

APPENDIX

(July 2011)

Delegations and Authorities:

1. To lead the Senior Secretariat staff meeting in the Assembly National Office.
2. To lead and have responsibility for the areas of organisational health, people and culture in the Secretariat including the Uniting Faith and Discipleship Team; with particular reference to the impact of policy development and its implementation upon the people and culture of the organisation .
3. Provide advice to the General Secretary on the impact of organisational change to the organisational health of the Assembly as a whole when required.
4. The CFO / Administration Manager reports to the Associate General Secretary when the General Secretary is absent from the Sydney Office and when Acting General Secretary.

Noted by the Assembly Standing Committee, July 2011