

## Position Description – NCCA Policy and Project Officer November 2023

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### **The Organisation:**

The National Council of Churches in Australia (NCCA) is 18 Christian Churches that each bring a widely varied history of place, experience, and theology, but we share a common faith and confession in the Lord Jesus Christ as God and Saviour. We also share a common future as we are convinced that the future of Christians in Australia lies together, not in separation.

The NCCA has a Secretariat office in Sydney and a General Secretary leads a small team to deliver administrative, policy, project and events management and secretariat services to support the NCCA's objectives and member churches' engagements with the Australian community generally.

Supported by the small Secretariat team the NCCA works through regular meetings of Standing Commissions, Networks Taskforces and Working Groups and a triennial National Forum that sets strategic direction for the Council. The Secretariat staff supports the President, Board and General Secretary to communicate to our churches and the Australian public on key issues and work areas based on clear practical and public theological principles.

### **The Role:**

Working collaboratively with the NCCA Secretariat staff team, the Policy and Project Officer will support the implementation of priority projects identified by the President, Board and General Secretary.

The role reports to the General Secretary and works with volunteer church representatives in Commissions, Networks and Taskforces.

This is a broad role requiring a wide range of skills to provide policy and project management support as required - such as organising member consultations, report writing, minute taking and meeting organisation and logistics across a range of theological and public policy areas - whilst being mindful of the diversity of Christian traditions and ecclesial structures represented across NCCA's church membership.

The role requires excellent written and verbal communications skills, experience in working with churches or faith-based organisations and the ability to establish and maintain positive working relationships with colleagues and church representatives; strong administrative and project management skills; experience working in cross-cultural and multi-cultural contexts and a commitment to quality service delivery including in delivering meetings and conferences/forums.

### **Responsibilities:**

- Delivery of high level administrative, policy coordination and project support to the General Secretary.
- Conduct stakeholder consultation and policy development to support the implementation of priority projects identified with the General Secretary and Board.
- Coordinate consultation processes including forums, assemblies and workshops, to engage with churches on national and significant matters.
- Provide high level policy and project support to all NCCA bodies – Commissions, Networks, Taskforces.



National Council of  
**Churches in Australia**

- Support major events with project and logistics management including National Forum in Adelaide, 2024 and meetings of Pacific Churches Partnership Advisory Network in Australia or Pacific Island locations.
- Assist the General Secretary with the development of submissions to government and statutory bodies on issues related to the NCCA and Australia's churches in the community.

**Skills and Experience:**

- Capacity to understand the governance structures of different Church traditions and ecclesial structures.
- Demonstrated ability to work independently, set priorities and plan workload to meet organisational needs.
- Well developed verbal and written communication skills and the ability to engage effectively with colleagues, volunteers and senior leaders.
- Demonstrated ability to exercise both initiative and judgement.
- Demonstrated ability to research and prepare policy papers, reports and submissions.
- Strong administrative and project management skills demonstrating a high attention to detail and commitment to quality outcomes.
- Have a genuine willingness to embrace challenges as they arise and to work flexibly in support of the overall key objects of the National Council of Churches in Australia (NCCA).

**Desirable:**

- A tertiary qualification in relevant discipline is desirable.
- Communications experience on various media will be highly regarded.
- Flexibility for some out of hours work and some interstate travel may be required.
- Well developed computer skills.

**Contract:** Full-time for 12 months and renewable

**Location:** Sydney CBD

**Commencement:** 15 January 2024

**Gross Salary:** \$90,000 + super + leave loading

**Supervising person:** Elizabeth (Liz) Stone, NCCA General Secretary

How to Apply

More detail about NCCA and its activities can be found at [www.ncca.org.au](http://www.ncca.org.au)

The application should consist of a covering letter indicating your motivation for applying and how you meet the position responsibilities and the listed skills and experience; an up-to-date Resume and contact details for two referees.

Applications close on **Friday 24 November 2023** and should be marked Confidential and sent by email to [secretariat@ncca.org.au](mailto:secretariat@ncca.org.au).

**Date:**

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