



National Council of  
**Churches in Australia**

## Position Description

### General Secretary

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**Reporting to:** National Council of Churches in Australia  
NCCA Ltd Board

**Organisation Overview:** The NCCA has a membership of 18 Christian Churches each with a varied history of place, experience and theology but sharing a common faith and confession in Jesus Christ as God and Saviour.

The operations of NCCA will be guided by four strategic objectives for the period 2019 to 2022, confirmed at the NCCA Forum in 2019.

#### **Communication and Engagement**

- building stronger relationships with members, key partners and the public

#### **Support and Participation**

- coordinating member networks for mutual support and participation

#### **Ecumenical Advocacy**

- being a prophetic voice in society and to one another

#### **Council Development**

- ensuring a strong, sustainable and relevant organisation

**The Position:** The General Secretary is the executive officer of the NCCA responsible for the operations through the management of the NCCA programs and Secretariat and oversight of contract service arrangements.

A key aim of this position is to deliver the organisational objectives of the NCCA to develop

- a more engaged, diverse and active membership
- more opportunities for member churches to engage and participate in the work of the NCCA
- a collective ecumenical voice contributing to policy and societal discussions
- sustained member confidence in the value of NCCA

To achieve this, the General Secretary will be required to advise and support the Board of NCCA Ltd, engage with the NCCA membership to encourage active participation in the organisation's activities, manage a team for program delivery and promote the work of the NCCA to the wider community.

**Responsibilities:**

The General Secretary, is accountable to the Board of NCCA Ltd to:

- develop, implement and resource a work program consistent with the strategic objectives and responsive to the needs of members
- develop and implement an integrated program of ecumenical gatherings including church leader's meetings, assemblies, roundtables and consultations
- develop new and refreshed NCCA Commissions and Networks to share experiences, resources and expertise
- deliver an intentional communication strategy to encourage the participation of members
- implement a participation pathway for under-represented groups to provide diversity in member representation
- maintain a strong connection with the NCCA's aid agency, Act for Peace by serving as the NCCA's representative on the Board of Act for Peace.
- develop collaborative opportunities with other organisations including State ecumenical councils
- provide high level advice to the Board on current issues affecting the NCCA
- facilitate discernment on shared issues of concern and coordinate policy development and the distribution of public communications
- oversee the delivery of NCCA programs – NCCA Safe Church Program and Australian Churches Refugee Taskforce
- develop, support and resource an engaged NCCA secretariat team to ensure work program and objectives can be met
- ensure the efficient and timely administration of all aspects associated with running the NCCA Secretariat
- develop an operational budget which includes assured and diverse income streams and allocates resources in accordance with strategic objectives
- maintain proper and prudent financial management and risk management

**Direct Reports**

The General Secretary manages the following team:

- NCCA Secretariat staff
- National Directors of NCCA programs

**Inter-relationships:**

The General Secretary interacts with the following internal and external individuals/groups:

- President of the NCCA
- Board of NCCA Ltd
- National Heads of Churches group
- NCCA member churches
- NCCA Commissions and networks
- Board and management of Act for Peace
- State ecumenical bodies
- Australian governments – state and federal
- Other national councils of churches
- Regional council of Churches including the Christian Conference of Asia and the Pacific Conference of Churches
- World Council of Churches
- Other faith communities
- Community based groups

**Knowledge, Qualifications, Skills and Experience:**

The ideal General Secretary will have:

- an understanding of the diversity and history of Christian churches in Australia
- tertiary qualifications in one or more of theology, business, management
- management experience in a community / not for profit organisation
- experience in working in a faith-based organisation
- experience in working across diverse cultures
- a demonstrated commitment to ecumenism and an awareness of developments in ecumenical thought and activity
- a commitment to safe church obligations
- prayerful awareness of the circumstances of NCCA member churches

The General Secretary will be an active member of an NCCA member church

**Attributes:**

The General Secretary will demonstrate the following attributes:

- Professional manner, presentation and communication skills
- Ability to foster and develop collaborative and productive working relationships with all stakeholders.
- Ability to manage competing stakeholder expectations and requirements
- High level strategic thinking and problem-solving skills.
- Highly developed oral, written communication, negotiation and interpersonal skills.
- Demonstrated ability to research and analyse data, prepare policy recommendations and write reports and briefing papers.
- Experience in overseeing board secretariat services and providing governance advice
- High level organisation skills and project management capability.
- Experience in managing a team to deliver quality services, manage priorities and meet objectives
- Ability to act with discretion and to maintain complete confidentiality
- Flexible approach to problem solving and coming to a common position.
- Creative approach to leadership and the innovative delivery of strategic objectives

**Performance Management:**

The performance of the General Secretary will be assessed on a regular basis having regard to:

- Their performance on the key responsibilities and attributes for this role
- Service levels and the level of satisfaction expressed by key stakeholders
- Their ability to develop and maintain relationships with key stakeholders, both internally and externally

**Appointment Details**

The position will be offered on a full time, contract basis – initially for 3 years renewable for a further 3 years.

The position will be located in the NCCA Office Level 7, at 379 Kent Street, Sydney