



Program Co-ordinator of Lifelong Learning December 2025

ROLE PURPOSE

The Program Co-ordinator of the Carey Centre for Lifelong Learning supports the Director to deliver a Lifelong Learning curriculum that supports the ongoing professional development of Christian leaders, and administrates Baptist Registration and Supervision on behalf of the BUNZ.

HOURS: 0.6 FTE, 4 days per week negotiable.

LOCATION: Carey Baptist College, 1 Marewa Road, Greenland, Auckland.

TRAVEL: Some national travel is required (see stakeholder relationships below)

PRIMARY RELATIONSHIPS

Director, Carey Centre for Learning

Leadership Coordination Director, Baptist National Support Centre

IT Manager, Baptist National Support Centre

CRM and Projects Manager, Carey Baptist College

Supervision Approval Panel

Database Manager, Baptist National Support Centre

External Stakeholders - Baptist Registrants, Supervisors

RESPONSIBILITIES

1. Lifelong Learning:

- Program development and coordination:
 - Assist the Director with developing innovative lifelong learning programs including workshops, micro-credentials, and online webinars/courses.
- Oversee the day-to-day operations of lifelong learning programs
 - Scheduling programs
 - Loading program offerings in Arlo, Clickmeeting, Zapier, Website
 - Managing registrations
 - Hosting webinars as required
 - Organising editing of webinar recordings and delivery to registrants
 - Booking venues for workshops/events, arranging catering and organising travel, as required
 - Communications to registrants
- Marketing and Communication:
 - Maintain the Carey Centre for Lifelong Learning website

- Contribute to the promotion of programs through newsletters, social media, direct marketing, website pop-ups, and church networking including preparing and publishing promotional content
- Administration and evaluation:
 - Contribute to budget planning and financial management, ensuring programs are sustainable. Includes assisting the Director in grant writing as required.
 - Collect and analyze participant feedback to evaluate program impact
- Develop Stakeholder Relationships:
 - Build and maintain relationships with churches and Baptist leaders to support their professional development (including registration and supervision requirements)
 - Represent Carey Lifelong Learning (and Baptist Registration) at Baptist Whanau events including attending National Hui, 1-2 Regional Hui, and Baptist Orientation Day annually.
 - Maintaining a strong relationship with Baptist National Support Centre staff

2. Baptist Registration:

- Annual development of the registration system:
 - In consultation with the Leadership Coordination Director (LCD), identify any registration portal changes, and co-ordinate implementation ahead of 1st November each year.
 - Input into new policies and processes as required in liaison with the LCD
 - Ensure the Baptist Registration information on the Carey Centre for Lifelong Learning website and Baptist intranet is current
- Training:
 - In consultation with the Director, develop and implement annual reviewer training as required
 - Identify the need for any registrant training (particularly for ethnic registrants), and co-ordinate implementation
 - Baptist Registration Orientation Day administration support (i.e., nametags, registration list, comms)
 - Priority learning option administration support (attendee comms, registration process as required)
- Annual Reviews:
 - Co-ordinate process for External Supervision Annual Report form to be completed by supervisors and sent to annual reviewers
- Management of the registration season:
 - Prepare and manage communications for registration season (authority to approve comms)
 - Process registrations with a key emphasis on providing support to help registrants develop RDAs that meet registration criteria, particularly in relation to meaningful learning outcomes
 - Approve registrations at the discretion of the Director
 - Authorising Xero invoicing and liaising with finance team IT manager where required.

3. Baptist Supervision:

- Supervision development:
 - Support the development of new policies and processes as required to underpin Baptist Supervision for discussion with the Supervisor Approval Panel
 - In conjunction with IT and CRM managers, maintain the database/management system to administrate the training, assessment, approval and review of Baptist approved supervisors
- Supervision enquiries and approval process:
 - Respond to supervision enquiries
 - Manage all expressions of interest, training pathway approvals, and applications to become an approved supervisor.
 - Co-ordinate approval panel meetings
- In consultation with the CCLL Director, develop and co-ordinate training including:
 - Determine timing and manage invites for online orientation sessions
 - Respond to enquiries and administrate the Certificate in Ministry Supervision Micro Credential enrollments - Offered 1-2x per calendar year (depending on demand).
 - Provide admin support for the Certificate in Ministry Supervision Micro Credential block course
 - Review and determine the need for annual supervisor professional development training, and co-ordinate the provision of training as required.
- Ongoing management of the approved supervisors list
 - Ensure supervisor information on the CCLL website is current
 - Co-ordinate the annual supervisor review of registrants
 - Administrate registrant feedback of supervisors – if required
 - Co-ordinate biennial supervisor renewal process
- Assist the Director to prepare the annual supervision budget for submission to the BUNZ

4. General Administration and Support

- Responding to emails, phone calls and enquiries relating to registration, supervision, and general CCLL enquiries via phone or lifelonglearning@carey.ac.nz.
- Coordination or management of invoicing, payments, refunds through Xero and in connection with the finance team where required in relation to registration, supervision, and CCLL webinars/courses.
- Analysing Lifelong Learning, registration and supervision data, and providing reports for the CCLL Director and the Leadership Coordination Director as required
- Maintain the Centre's Mailchimp data.

KEY COMPETENCIES AND SKILLS

- Proven experience in administration
- Competent and confident in the use of systems and technology
- Excellent organisational and planning capabilities
- Demonstrated ability to build good relationships and navigate conflict
- Excellent verbal and written communication skills

KEY ATTRIBUTES

- A love for Jesus, and his ministry in this world
- Clear alignment with the vision, mission, and values of the College
- A strong commitment to the local church
- A passion for the ongoing learning and development of church leaders
- A team player, with a commitment to developing community
- Energetic, creative, flexible, and self-motivated, able to take initiative
- Resilient and imaginative when it comes to meeting the challenges of managing multiple projects/tasks

PREFERRED

- Previous experience as an administrator
- An understanding of the New Zealand Baptist church context
- Membership of a local Baptist Church

OTHER

- Some weekend work and travel will be required.