



'The dream is of an institution... which pulses with light and life and love... that [our churches] may adventure for Christ in the high places of that field which is the world.'

~ J.J. North (NZB Oct 1886, 153)

Job Description: Executive Director (COO)

Reports to: Principal

Type: Permanent

Weekly Hours: 37.5

Payscale: Senior Leader, Level 5

Line Reports: Communications Manager, Senior Administrator/Analyst, Development Manager, Senior Accountant, IT Manager.

CAREY'S VISION

Carey is one of New Zealand's leading theological colleges. Since 1926 we have been training Christian leaders to bring renewal in churches and communities across Aotearoa and around the world. While Carey belongs to the Baptist churches of New Zealand, we serve all the churches of New Zealand, offering a range of NZQA qualifications in the areas of Bible, theology, ministry, and mission. Along with these, we provide a world-class leadership formation programme for those who have a calling to pastoral or missional leadership. Through our Centre for Lifelong Learning, we also provide a suite of resources to support the professional development of Christian leaders.

PRIMARY REPONSIBILITIES

Leadership

- Provide leadership together with the Senior Management Team
- Lead the staff, systems and resources of the College
- Ensure that the College complies with legislation and adheres to New Zealand Government policies/requirements.
- Chair meetings and provide direction to the Senior Management Team (with the Principal)

Strategy

- Operationalise the Carey Strategy and associated plans in close collaboration with the Principal and other key stakeholders

- Co-lead the implementation of the agreed objectives as outlined in the Strategy

Information Technology

- Lead Carey so it remains at the cutting edge of technological possibilities – particularly in its provision services and education (alongside the Academic Director);
- Develop strategies for media and digital provision/systems

Financial Management

Manage the OPEX and capital budgets, reporting regularly to the Board and other entities as needed.

Work with the Operations and Finance Director, Baptist Support Centre to:

- manage the College's financial performance, including its investment portfolio
- ensure effective and efficient provision of all financial services by third parties
- develop strategies for generating revenue and reducing expenditure

Government relations

Build relationships with TEC and NZQA (along with the Academic Director) ensuring compliance as a Private Training Establishment.

Human Resources

Ensure that all staff policies and processes are managed effectively and efficiently and comply to New Zealand law.

Marketing and Communications

Lead the development and implementation of a marketing strategy and associated plans

Alumni and Fundraising

Lead the development and implementation of an alumni and fundraising strategy.

Property

Manage the Carey campus to serve the needs of students, staff and wider stakeholders in accordance with Health and Safety legislation.

Other

Serve as secretary to the Foundation Board and as a trustee on other Carey-related entities as required.

Serve on the Carey Board.

REQUIRED COMPETENCIES & QUALIFICATIONS

- A minimum of a bachelor's degree with relevant graduate or postgraduate qualification preferred.

- Proven administrative leadership experience in an educational (preferably tertiary) setting
- Excellent organisational and planning capabilities
- Competent and confident in the use of IT systems
- Demonstrated ability to establish networks and build good relationships
- Excellent verbal and written communication skills

KEY ATTRIBUTES

A variety of personal attributes will converge in the life of the successful applicant:

- A love for Jesus, with a passion for the vision, mission, and values of the College
- A strong commitment to the local church and willingness to serve the Baptist movement
- A passion, and call to, support students in theological education
- The ability to inspire and encourage others into ministry and service
- 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 challenges
- A sense of humour