



Project Officer – Strategic Engagement

Position Description

The Ringwood Uniting Church

As an outcome of the spiritual reflection and community based review, the congregation of the Ringwood Uniting Church adopted the following mission statement:

“The people of the Ringwood Uniting Church are called into God’s mission, contributing in the tradition of Jesus to known and unknown neighbours’ lives, in the Spirit of God’s compassion, justice and liberating reconciliation.”

Reignite is a project that seeks to nurture the connection between people in the congregation and actions that grow RUC’s five missional practices: Practising Worship, Practising Hospitality, Practising Discipleship, Practising Community Engagement and Practising Partnership in Mission.

The Role

This new role focuses solely on leading and supporting the Reignite project. There are multiple components to this role:

1. Provide a focal point for Reignite in terms of coordination, activities, information and communication
2. Organise an UnConference
3. Lead the UnConference on the day
4. Lead, guide and inform the congregation, post the UnConference day
5. Work with the RUC ministry team, to weave engagement of Reignite, into the life of the congregation in such a way that encourages participation, as well as nurturing seeds of passion into action.
6. Work with the Mission Working group who report to Church Council.

The key accountabilities of the Reignite Leader’s role are:

1. Lead the Reignite Project
2. Develop and enact a communications plan
3. Organise the UnConference and run the overall day
4. Lead and support groups through the four guiding and informing steps of the project
5. Ensure the project groups are supported in their activities
6. Contribute to the work of project groups where appropriate



The Person

The person will be energetic, enthusiastic and innovative. The person will provide entrepreneurial leadership and be experienced in leading not for profit organisations or voluntary organisations in finding their purpose and discovering, planning and enacting activities to realise that purpose.

The person will be comfortable working by themselves, as well as part of a team and be able to demonstrate initiative. The person will be experienced in working with a congregation who has a diversity of experiences, age and interests.

As we are a Safe Church, the person should have a Working with Children Check – Victoria and be prepared to sign a Code of Conduct and attend appropriate training.

The person should also be aware of and adhere to the Uniting Churches' Basis of Union.

Key Selection Criteria

1. High level of communication abilities, including excellent listening skills.
2. Experienced in developing and effectively implementing a communications plan
3. Significant experience in leadership within a not for profit organisation, voluntary organisations or Christian community.
4. Significant experience in leading groups to discover their purpose, identify activities to enact that purpose and provide ongoing support.
5. Ability to work independently and as a member of a team.

This is a casual, part time position for a period of up to twelve months.

For further information, please contact: Brett Miller on 0400 608 261 or Marie Beale on 0406 515 870.

Send applications to kezmac63@bigpond.com by 14/6/18.