

Role Title	National Office Team Leader
Reports to	Deputy National Director
Date	November 2024
Purpose	<p>Lead the National Office to achieve the AFES Mission, Vision and Strategies in accordance with the Values and Doctrinal Basis.</p> <p>In prayerful dependence on God, you are employed to serve and support campus staff in their proclamation of Jesus Christ at University to present everyone mature in him by building student groups that:</p> <ul style="list-style-type: none"> • <u>Evangelize</u> students by proclaiming Jesus as Lord • <u>Encourage</u> growth toward Christian maturity • <u>Train</u> students in the skills and character to serve Jesus and His people • <u>Send</u> graduates throughout Australia and the world to serve Christ.
Key Responsibilities	<p>Your primary work is to be responsible for all AFES Operations through the leading of the National Office Team Leaders and Team Members to deliver service excellence to the whole AFES fellowship in order for the campus work to flourish.</p> <p>This includes being responsible for:</p> <ul style="list-style-type: none"> • Growing and guarding the AFES Mission through supporting the National Director <ul style="list-style-type: none"> ○ This role requires belief in and advocacy for the AFES Mission, Doctrinal Basis, Values, and Vision. ○ Continue to develop an office culture of serving the Mission and campus staff. ○ Tend to your own evangelical Christian growth and convictions in accordance with the Code of Conduct and Doctrine. • Leading the National Office <ul style="list-style-type: none"> ○ Facilitating the AFES Mission within the National Office through regular Bible study and prayer meetings that foster an evangelical theological vision, mission and culture for the office team. ○ Leading the National Office Team through serving, supervising, enabling, and supporting the National Office Team Leaders to lead their teams and achieve their roles. Current teams include: <ul style="list-style-type: none"> ▪ Communications Team – manage AFES conferences including Staff and Student conferences, registration websites and processes, financial management and reporting. ▪ Finance Team – undertake financial management including budgeting, salaries, expenses, internal and external reporting, payroll, bank liaison, workers compensation, all insurances and all financial IT systems. ▪ Financial Partnership Support Team – manage AFES donor relations and donation operations, including all IT support systems, PCI compliance and reporting. ▪ Media and Marketing Team – manage AFES media campaigns including the creation and distribution of content across different digital channels, creation and maintenance of digital assets including websites. ▪ Staff Support Team – manage AFES HR functions, including HRIS and training platforms, policy and procedure compliance and reporting. ○ Set and implement strategy for the Office with the National Director, improve operations and systems across all National Office teams. • Other Responsibilities, achieved through the Office Team and external partners, include: <ul style="list-style-type: none"> ○ Ensuring legal and operational compliance ○ Reporting to internal and external stakeholders. ○ Oversight of all aspects of AFES IT Systems ○ Building management of the AFES National Office in Kingsford, Sydney. • Self-learning and self-caring <ul style="list-style-type: none"> ○ Engage in the processes of Staff Learning and Development, including undertaking the annual feedback and planning processes with the Deputy National Director. ○ Monitor and maintain your wellbeing, including taking leave.

Relationships	<p>The National Office Team Leader reports directly to the Deputy National Director for day-to-day matters.</p> <p>This role often liaises directly with campus staff and leaders, National Leadership Team members. Excellent communication (verbal and written) with a willingness to help solve and progress complex matters is essential.</p> <p>This role is also a member of the National Leadership Team in order to provide input and progress ministry decisions.</p>
Special circumstances	<p>This position is full time and requires regular work to be performed at the AFES National Office, Kingsford. It also requires attendance including travel to and from annual AFES conferences at hours outside those normally worked including Staff Conference and National Training Event.</p>
Qualifications	<ol style="list-style-type: none"> 1. Character as outlined in the Code of Conduct for AFES workers. 2. Doctrine as outlined in the Doctrinal Statement for AFES workers. 3. Proven ability to deliver excellence in customer service through systems and team development. 4. Working with Vulnerable People Check (or relevant State Equivalent).
Competencies	<ul style="list-style-type: none"> • Builds Effective Teams • Ability to lead Leaders • High Ambiguity Tolerance • Collaborates • Balances Stakeholders • Ensures Accountability • Financial Acumen • Optimises work processes
Skills	<ul style="list-style-type: none"> • Process Improvement • Team leadership • Project Management • Interpersonal / customer service • Situational leadership • Self-care • Communication • Change management