

Position:	Head of Projects and Strategy - Chaplaincy
Division:	Chaplaincy and Spiritual Care
Reports to:	General Manager Chaplaincy and Spiritual Care
Band:	8

We all want to be part of something bigger than ourselves. And with us, you can be part of an organisation that truly makes a difference. Here's how.

YOUR ROLE

The main responsibilities will include leading the chaplaincy division in the areas of research, special projects, portfolio management and the overseeing of the strategic business plan. To fulfil these responsibilities will require the Head of Projects to work in partnership with the General Manager, chaplaincy leads and chaplains. The role is pivotal in ensuring the delivery of sustainable, high-quality services and effective staff development, in alignment with the Purpose, Promise, and Values of BaptistCare. Responsibilities also include managing financial and risk aspects, engaging stakeholders, and identifying growth opportunities that adhere to the strategic plan.

YOUR TEAM

The Chaplaincy and Spiritual Care team works in partnership with the other members of BaptistCare to provide compassionate support and spiritual care to nurture the whole person.



OUR SHARED VALUES

BaptistCare's Values have been chosen to reflect both what we as an organisation value, and what our customers have said is important to them. That's why we call them our Shared Values. You will recognise the Values are being lived when you hear your customers say:

LOVE

- You always try to find a way, you never give up.
- You smile, you know my name and greet me warmly.
- You believe in me. You speak life and allow love to transform my life one step at a time.

RESPECT

- You make me feel welcome, respected and special
- You take the time to understand me and what's important to me.
- You honour my stories and treat me as unique and loved by God.

RELIABILITY

- You build trust by being consistent and reliable.
- You don't stereotype me but instead focus on actions and solutions with me that work.
- You understand what I need and go out of your way to find a way to deliver it.

EMPOWERMENT

- You break down difficult things into simple steps to help me make decisions.
- You believe I have the right to safety and wellbeing, which encourages me to believe it too.
- You invite me to make healthy choices in my life and feel connected to my community.

Position Description

Key responsibilities

Leadership and Oversight:

- Manage the portfolio roles that involve chaplaincy representation across various divisions and working groups.
- Manage the implementation of the Pastoral Care Volunteer (PCV) program.
- Act as a BaptistCare representative to Civil Chaplaincy Advisory Committee.
- Manage initiatives related to ESG standards.

Projects and Strategy Management:

- Lead projects that may involve some design and research aspects, to enhance the chaplaincy program and integrate into the broader organisation.
- Oversee the Chaplaincy Strategic Business Plan and ensure projects align with the goals and objectives.
- Oversee the development of special services e.g. Staff and Volunteer Dedication Services, BaptistCare Sunday.
- Partner with Morling College and collaborate with other educational institutions to develop student placement, research possibilities related to Chaplaincy Strategic Plan, training opportunities etc.

Resource Management:

- Manage chaplaincy data collection and reporting from the organisations CRM systems.
- Allocate resources effectively to support project initiatives.
- Manage the intranet and shared drives that relate to Chaplaincy.

Leadership within this role

- Support to General Manager, Chaplaincy and Spiritual Care.
- Effective reporting to General Manager and other groups when applicable.
- Active involvement and participation as a member of the Chaplaincy and Spiritual Care Leadership Teams.
- Working in collaboration with the Head/s of Operations – Chaplaincy, Chaplaincy Managers and Chaplains.
- Playing a key role in the development of the Chaplaincy Strategic Business plans and the outworking of it.
- Overseeing the development and delivery of operational projects.
- Representing the organisation as required by the General Manager or in the General Manager's absence.
- Modelling BaptistCare's purpose, promise and values. This includes leading staff devotions and prayers and speaking on behalf of BaptistCare at external gatherings (e.g. church services).
- Provide spiritual care to team members based on Christian values.
- Effective management and stewardship of organisational assets/resources.
- Supporting staff in the management of staffing processes (including volunteers)– i.e.:
 - Participating in recruitment and induction processes (where appropriate)
 - Recognising and rewarding excellent performance
 - Mentoring/coaching of team
 - Actively encouraging teamwork

Position Description

- Actively engaging in workforce planning and capacity building.

Professional Network & Knowledge

Being an active part of the organisation, industry and Christian life through:

- Maintaining and developing good relationships with key representatives of external Spiritual Care providers.
- Actively networking with the Baptist Association and Churches.
- Actively representing BaptistCare in appropriate professional and sector networks, meetings and gatherings.
- Monitoring relevant demographic and community changes and opportunities.
- Providing relevant briefings to General Manager and Executive.
- Promoting BaptistCare as an employer of choice.
- Ensuring the development of strong relationships with Head of Operations Manager/s – Chaplaincy, Chaplaincy Managers and chaplains, to encourage strong and effective two-way communication which will allow for successful and collaborative project work.
- Effective cultivation of key corporate relationships.
- Identifying service partnership opportunities.

Work Health & Safety (WHS)

Take care of your own and others health and safety by:

- Working safely to minimise risks to self and others
- complying with Work Health and Safety (WHS) policy and procedures
- reporting any hazards, near misses or incidents through the appropriate channel
- In the event of a workplace injury, participate, contribute and engage in Return to Work plans
- Role model appropriate “positive duty” behaviours with regards to Respect@Work

Essential qualifications and experience:

- Experience in project work, staff development and training.
- 5 years minimum in a leadership role.
- Relevant qualifications in chaplaincy, human services, community services, psychology, social work or other relevant discipline.
- Current driver’s license.
- WWCC and NDIS check (or willing to get one).

Essential competencies:

- Highly developed interpersonal skills.
- Ability to demonstrate an authentic Christian commitment and provide leadership in articulating BaptistCare Purpose and Values in management practices.
- High level written and verbal communication skills.
- Basic level research skills.
- Ability to lead/oversee projects and to manage all quality and risk within the projects.
- Developing innovative means of delivering services within best practice approach.

Desirable qualifications, competencies and experiences:

- Innovative and strategic thinking.
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Position Description

- Ability to improve the client/staff experience through innovative practices.
 - Demonstrated quality, change and risk management skills and experience.
 - Demonstrated planning, monitoring and evaluation skills and experience.
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Because we care

Position Description

Other important information

Here are some other important items to take note of:

- This position description and your letter of offer outlines the terms and conditions of your employment.
 - This Position Description is a summary of the key responsibilities of the role. From time to time the position holder may be required to fulfil other reasonable responsibilities within their qualifications and capability not outlined here.
 - You will successfully complete all prescribed mandatory training and participate in an annual plan and appraisal development process.
 - It is a requirement of the role that you undergo a Police Background Check.
 - It is a requirement of the role that you have a current Working with Children check clearance.
 - It is a requirement of the role that you hold a current driver's licence.
 - It is a requirement of the role that you have received vaccinations that align with health orders and/or organisational policy.
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