



## Position Description

Research Development Manager, NCLS Research

Church Engagement Team, Mission, Communities and Social Impact Directorate, Uniting

## Background

### About NCLS Research

NCLS Research is a collaborative venture between church denominations and social service agencies. NCLS Research is a world leader in research focused on connecting churches and their communities. Decades of rigorous and thoughtful research has examined wellbeing, spirituality and church health. The most well-known five-yearly project is called the National Church Life Survey, which has had millions of participants. Cooperating denominations are a network for sharing practical resources to help churches and communities. <http://ncls.org.au/>





### Governance and Employment

The NCLS Research Board of Governors includes representatives from primary sponsoring groups, including Uniting Church NSW & ACT Synod (Uniting Mission and Education and Uniting); Anglicare Sydney, and BaptistCare NSW. This joint venture operates under the terms of a Memorandum of Understanding between sponsors.

NCLS Research is not an employing body and sponsors provide employment services for staff. Uniting currently provides employment services for some NCLS Research staff as part of the sponsorship arrangement. For the purposes of providing oversight to these employment services, this position is located within the Church Engagement Team of the Mission, Communities and Social Impact Directorate of Uniting (NSW & ACT Synod).

<b>Position Title:</b>	Research Development Manager	
<b>Work Location:</b>	Macquarie Park	
<b>Reports to:</b>	Director, NCLS Research	
<b>Classification</b>	Non award	
<b>Hours per Week</b>	35 hours per week	
<b>Nature of Employment</b>	Fixed term	
<b>Approved by:</b>	Director	<b>Date:</b> January 2021

<b>Vision:</b>	Thriving churches with deepening understanding of their role and mission within a changing society
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<b>Mission:</b>	To use credible research to identify signs of hope, to nurture life in both leadership and churches as well as to encourage the wider community to reflect on its spiritual journey and the churches place within it.
<b>Values:</b>	<div> <div>CREDIBLE </div> <div>UNIFYING </div> <div>VITAL </div> <div>PROPHETIC </div> </div>
<b>Executive Summary of Position:</b>	The Research Development Manager is responsible for developing new opportunities to expand the research undertaken by NCLS Research for its partners and other clients. This aims to enhance the sustainability of NCLS Research especially outside of the peak National Church Life Survey work period through increased income to NCLS Research. The Manager works as part of the management team in realising the Vision and Mission of NCLS Research.
<b>Position Impact/Scope:</b>	No direct reports, but may offer supervision of casual or part-time staff to assist with business development tasks (e.g. graphic designers, web developers etc) plus other project staff. Oversight of some project budgets

<b>Person Specification:</b>
<p><b>Essential qualifications &amp; experience</b></p> <ol style="list-style-type: none"> <li>1. Tertiary qualifications in a relevant discipline (e.g. social science, business, communications or marketing)</li> <li>2. Evidence of a track record in sales and marketing</li> </ol> <p><b>Essential Role Competencies</b></p> <ol style="list-style-type: none"> <li>3. Demonstrated strong interpersonal and communication skills,</li> <li>4. Capacity to interact and maintain relationships with partner organizations</li> <li>5. Capacity and desire to work as part of a small, flexible and multi-denominational team</li> <li>6. The position is responsible to the Director of NCLS Research and a supportive and complementary relationship is essential.</li> <li>7. Demonstrated capacity to administer and manage a sales and marketing program</li> <li>8. An understanding of and willingness to work within the Christian ethos and across different faith traditions</li> </ol>

<b>Key Responsibilities:</b>	<b>Outcomes:</b>
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<p><b>Major Functional Responsibilities:</b></p>	<p><b>Research Sales</b></p> <ul style="list-style-type: none"> <li>▪ Develop relations with current, past and future clients of NCLS Research to understand their research needs, hopes and budgets;</li> <li>▪ In conjunction with the Director, introduce appropriate researchers to the clients;</li> <li>▪ Facilitate the pricing of research according to guidelines and the annual budget</li> <li>▪ Oversee the contracting of NCLS Research by clients;</li> <li>▪ Oversight client relationships outside of the actual research function;</li> </ul> <p><b>Marketing</b></p> <ul style="list-style-type: none"> <li>▪ Develop a Marketing Database of current, past and future clients</li> <li>▪ Develop a catalogue of products and services;</li> <li>▪ Undertake an appropriate and comprehensive marketing approach to potential clients;</li> <li>▪ Differentiate marketing into key segments;</li> <li>▪ Make use of appropriate traditional, electronic and social media to contact clients;</li> <li>▪ Oversee events which promote the existing research and future projects of NCLS Research.</li> </ul> <p><b>Product development</b></p> <ul style="list-style-type: none"> <li>▪ The Manager will:</li> <li>▪ In conjunction with the Director and staff, develop new products for NCLS Research;</li> <li>▪ Develop NCLS Research products which enhance the presence and reputation of NCLS Research in the Christian community;</li> <li>▪ Provide additional value to MOU partners;</li> <li>▪ Contribute to the financial sustainability of NCLS;</li> <li>▪ Evaluate all types of potential products, including: <ul style="list-style-type: none"> <li>○ analysis of existing data</li> <li>○ research in the human services area</li> <li>○ research within Christian education</li> <li>○ enhanced National Church Life Survey products</li> <li>○ conferences, seminars and training on key issues</li> <li>○ missional audits</li> <li>○ international sales of the National Church Life Survey IP and associated services</li> <li>○ training, missional advice and public speaking</li> </ul> </li> </ul>
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	<p><b>Grant writing</b></p> <ul style="list-style-type: none"> <li>▪ Research prospective grant opportunities, both for research grants and possible donations;</li> <li>▪ Establish and maintain contacts with prospective providers of grant funding;</li> <li>▪ Develop and write grant proposals to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders;</li> <li>▪ Ensure all correspondence, information requests and reports are submitted in a timely manner;</li> <li>▪ Build a calendar to ensure timely submission of letters of inquiry, proposal deadlines, and reports.</li> </ul> <p><b>Financial management</b></p> <ul style="list-style-type: none"> <li>▪ Achieve set budgets for new and repeat research projects;</li> <li>▪ Undertake expenditure within agreed budgets and guidelines;</li> <li>▪ Prepare and submit management reports outlining performance against budget;</li> <li>▪ Ensure new projects contribute positively and appropriately to the financial sustainability of NCLS Research.</li> </ul>
<b>Leadership/Individual &amp; Team Objectives:</b>	<p>Meets individual and team objectives by:</p> <ul style="list-style-type: none"> <li>▪ Engaging in leadership development and other strategic learning and development opportunities.</li> </ul>
<b>Research and scholarship objectives</b>	<p>Meets individual and team objectives by:</p> <ul style="list-style-type: none"> <li>▪ Maintaining familiarity with research across areas including: a) Attendance and demographic trends analysis of churches, b) Congregational and parish effectiveness; c) Leadership effectiveness and sustainability d) Spirituality and wellbeing in the wider community and e) churches' engagement with the wider community.</li> <li>▪ Disseminating research information and outcomes to enhance the reputation of NCLS Research</li> </ul>
<b>Professional Network &amp; Knowledge:</b>	<p>Meets individual and organisational objectives by:</p> <p>Maintaining the organisation's positive image in the community and among Christian and other religious organisations</p> <p>Building and maintaining networks with:</p> <ul style="list-style-type: none"> <li>▪ current, past and prospective clients of NCLS Research;</li> <li>▪ Staff and connections of possible grant funders;</li> <li>▪ Prospective purchasers of NCLS Research products;</li> <li>▪ Contacts via seminars, conferences etc;</li> <li>▪ Potential attenders of seminars, conferences etc;</li> </ul>

	<ul style="list-style-type: none"> <li>Overseas churches and peak bodies as potential users of NCLS Research IP and associated services</li> </ul>
<b>Strategic Plan Objective(s):</b>	Meets individual or team objectives as determined by the NCLS Research Strategic Plan.

### Essential Information for Staff

- All employees have an obligation to comply with all workplace health & safety policies, procedures and instructions and not place at risk the health and safety of any other person in the workplace;
- All employees are required to be aware of and demonstrate a commitment to the principles of equal opportunity in the workplace;
- All employees are to ensure the creation and maintenance of full and accurate records of official business and adhere to Records Management Policies; and
- All employees are required to have a successful Criminal History Records Check and Working with Children Check.
- All employees are expected to undertake an induction program on commencement.

Further information regarding the policy and procedures applicable to Workplace, Health and Safety and Equal Opportunity can be found online on the Uniting intranet:

Employees working for NCLS Research are also expected to comply with specific policies related to NCLS Research activities.

Declaration		
I understand and accept the responsibilities as outlined.		
Employees Name:	Signature:	Date:
Supervisor's Name:	Signature:	Date: