

**Southern Presbytery**  
**Position Description**  
**Presbytery Executive Officer**

16 October 2023

**Purpose of role**

To provide enabling leadership and operational excellence to Southern Presbytery.

**Accountability**

The Executive Officer is accountable to the Presbytery Council through the Presbytery Moderator or other person nominated by the Presbytery Council.

**Direct Reports**

- Mission Advisor
- Youth Advisor
- Children and Families Advisor
- Communication support

**Relationships**

**Internal**

- Presbytery Council
- Presbytery Moderator
- Presbytery
- Presbytery workgroups and committees
- Presbytery Regional Groups
- Presbytery elders
- Congregations and other faith communities
- Ministers and church council secretaries

**External**

- Synod of Otago and Southland
- Columba College and John McGlashan College
- Presbyterian Support Otago and Presbyterian Support Southland
- Other Presbytery Executive Officers
- Assembly Office
- Knox Centre for Ministry and Leadership
- Uniting Congregations of Aotearoa New Zealand

## Key Result Areas

### 1. Strategy that facilitates an enabling culture for communities of faith

- Resource Presbytery Council in developing strategic directions for the Presbytery to adopt and operational plans that take forward the directions Presbytery adopts (*NB – the existing Strategic Directions Statement accompanies this PD*);
- Implement, monitor, evaluate, revise and report to Presbytery Council regarding achievement of operational plans.

### 2. Operations and management

- Lead and manage a high-performing team using best Human Resource practices (*The Synod is the contractual employer of staff so the Synod HR advisor will need to be involved if a formal employment issue arises*);
- Provide timely and informed reports to Presbytery Council;
- Build relationships, listen, seek feedback, consult stakeholders including congregations and other communities of faith;
- Develop, implement, monitor and review policies and procedures, as appropriate with Presbytery Council;
- Resource, including by providing advice, bodies, including Presbytery Council, ministers and church councils, to make effective decisions, maintaining up-to-date knowledge of developments relating to the church;
- Exercise fitting leadership in formal situations;
- Ensure that the requirements of the Church are met, including as set out in the Book of Order and in relation to the functions of a Presbytery Clerk;
- Work closely with the Presbytery Moderator, and as appropriate with Presbytery personnel and committees.

### 3. Financial Management

- In collaboration with the Finance Workgroup, ensure robust financial management and stewardship of Presbytery assets;
- Ensure budget and resources match strategic priorities and operational plans;
- Enable regular reporting to Presbytery Council to track performance and manage risk.

### 4. Communication aligned with strategic priorities

- Oversee, support and facilitate effective communication across the Presbytery;
- Develop an external communications plan for approval by Council and lead in its implementation.

### 5. Administration

- Develop and maintain accessible, understandable, fit for purpose and up-to-date systems, ways of working, databases, records, accounts and other data.

## **6. Risk Management**

- Ensure that the Presbytery Council has an up-to-date and complete risk management plan and report against it;
- Ensure health and safety procedures are in place and adhered to and monitor and report compliance;
- Monitor compliance with applicable legislation across the Presbytery including in relation to health and safety and provide regular reports to Presbytery Council.

## **7. Other**

- Undertake other responsibilities as directed by the Presbytery Council.

## **Qualities**

### Essential

- An active Christian faith;
- A commitment to the Presbyterian ethos;
- Ability to positively influence others and build positive relationships;
- Proven ability to lead teams;
- Tenacity and personal resilience;
- Flexible and adaptable;
- Understanding of a faith-based culture;
- Strong sense of accountability.

### Desirable

- Executive management experience;
- Strategic planning and implementation experience;
- Experience of reporting to a Board;
- Cross-cultural relationships experience;
- Experience in managing risk;
- Knowledge of how the Presbyterian Church functions.