

POSITION DESCRIPTION

CHRISTCHURCH CAMPUS

COORDINATOR

(1 FTE)

Our Vision

A world shaped by love, compelled and informed by the Gospel.

Our Mission

To equip students and scholars to renew their communities with a faith as intelligent as it is courageous.

Statement of Faith

Models a faith to others that is personally vibrant, Christ-centred, evangelical and deeply shaped by the Scriptures and demonstrates commitment to the doctrinal statement of the College and its evangelical heritage.

Location

This role is based at Laidlaw's Christchurch campus.

Key Relationships

Responsible to: Head of Centre for Learning & Campuses

Other Key Relationships:

- Library & Administration Assistant
- Student Support Advisor (Christchurch)
- Christchurch Student Leaders
- Student Dean (Henderson)
- School Administrators (Christchurch)
- HR Consultant
- Student Counsellor Christchurch
- Staff Chaplain Christchurch

Role Purpose

The Christchurch Campus Coordinator is responsible for coordinating all aspects of campus day-to-day operations and community activities. They work alongside the wider Christchurch campus team to ensure that the Christchurch Campus is effective and efficient in achieving its operational priorities as part of the wider strategy of the College. They also ensure hospitable learning and community spaces are provided for the delivery of Laidlaw programmes in Christchurch. They contribute to nurturing a Christchurch campus culture that is a welcoming, warm, inclusive and safe environment in which visitors are cared for and staff and students can interact, grow and be formed into the image of Christ. The Campus Coordinator will also be an effective ambassador for the Christchurch campus, actively promoting Laidlaw's vision, mission and programmes to prospective students, local churches and community groups.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS
Campus Coordination and Hospitality	<p>Contribute to the overall coherence of the Christchurch Campus community from a cultural, relational, and pastoral perspective.</p> <p>Visitors, students, and staff are welcomed onto campus in a manner that portrays and sustains a warm, personable, and hospitable culture.</p> <p>Manage and maintain an active presence in the front desk/reception space. Proactively respond to visitors, enquiries and communications including in person, phone, and email, and assist prospective and current students to navigate the admissions, enrolment, and orientation processes in liaison with the relevant Laidlaw teams.</p> <p>Provide pastoral care for any international students on campus in conjunction with Student Dean and Student Support teams, in compliance with regulations. Be the key contact on campus for Student Counsellor.</p>
Finance	<p>Manage the campus credit card.</p> <p>Process invoices and code and approve campus expenses in Yooz as required.</p> <p>Manage administrative requirements for the allocation of scholarships and/or hardship grants in collaboration with other relevant staff.</p> <p>Accept and process receipt of money for services, photocopying, books etc</p>
Campus Operations & Facilities	<p>Manage all operational and administrative aspects of the campus, ensuring the efficient and effective management of campus resources.</p> <p>Ensure campus buildings and equipment are well maintained, clean and presentable with effective day-to day oversight of all service providers and contractors, eg Organising maintenance and servicing of drains, heat pumps, sterilizer.</p> <p>Facilitate the day-to-day delivery of Laidlaw's programmes on campus, including effective delivery and troubleshooting for information technology and audio-visual equipment.</p>

ACCOUNTABILITIES	KEY TASKS
	<p>Ensure cleanliness of campus facilities including managing the cleaning roster and external cleaners relationship.</p> <p>Facilitate bookings for campus facilities.</p> <p>Monitor general office consumables, stationery, merchandise, bathroom, cleaning and kitchen supplies.</p> <p>Monitor incoming and outgoing mail</p> <p>Securing and lock up of campus at end of day and for closedown periods as required including alarm after hours contact.</p>
Student Leaders	<p>Recruit, coordinate, encourage and empower the campus team of Student Leaders.</p> <p>Liaise with the student chairperson to determine meeting agendas.</p> <p>Liaise with key staff across campuses where needed regarding student leader involvement and feedback.</p> <p>Communicate information to the student leader team about events and opportunities.</p>
Health & Safety	<p>Hold the Health & Safety Representative role for the Christchurch Campus.</p> <p>Ensure health & safety policies are adhered to on-campus and maintain regular checks to identify potential hazards.</p>
Events	<p>Coordinate and facilitate events on campus including, orientation, graduation, public lectures, info nights and community lunches.</p> <p>Liaise with the Communications Team and Schools to support student recruitment and wider community relationships, including proactively visiting local churches and community groups.</p> <p>With the support of the Library & Administration Assistant, communicate regularly with Christchurch students and staff through all channels regarding campus events, community notices, academic processes etc.</p>
Personal	<p>Grow in Christian maturity.</p> <p>Participate in College community life.</p> <p>Participate in wider Christian and community service, including regular membership of a Christian congregation.</p>

Qualifications, Skills & Experience

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	<p>Desired</p> <p>Bachelors degree or higher (Theology, Education, Counselling preferred)</p>
Skills/Knowledge/ Experience	<ul style="list-style-type: none"> • Leadership ability to effectively manage and lead the student community on campus • Decision-making skills • Problem solving skills • Excellence in customer service • Ability to empathise with and influence people • Clear, concise, and professional oral and written communication skills • Recognise and treat confidential matters and information with integrity • Ability to prioritise and work well under pressure to meet tight deadlines • Financial management • IT savvy
Further characteristics	<ul style="list-style-type: none"> • Demonstrated commitment to the development of a tertiary educational community • Active involvement in a local Christian community and in Christian initiatives in the wider community • Demonstrated understanding and appreciation of the focus of the College as a tertiary theological leadership training environment