

POSITION DESCRIPTION

Culture and Relationships Coordinator

1.0 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, including willingness to sign the Laidlaw College statement of faith.

Location

The location of this position is at Auckland and/or Christchurch learning sites, as well as online/distance delivery.

Key Relationships

The roles which directly impact this position are:

- National Principal/CEO (Supervisor)
- Senior Leadership Team
- Communications Team
- HR Consultant
- All Laidlaw Staff

Role Purpose

The Culture and Relationships Coordinator is responsible for curating and nurturing an internal and external culture for Laidlaw in line with our character as a Christian community, our Gospel-shaped mission as a college, and our strategic priorities; and, for representing and championing this distinctive identity and mission to internal and external stakeholders.

The role's primary purpose is to give effect to strategic initiatives that ensure that our team culture, programmes and student experience are more consistently and deeply aligned with our identity, and that better communicate who we are and why we work to our stakeholders.

Role Accountabilities

ACCOUNTABILITIES	KEY TASKS	KEY PERFORMANCE INDICATORS
College Community	<p>Work with the Centre for Learning and Schools to develop a formative liturgy and vocational thread that intersects all College life. Give oversight to monthly Chapel services.</p> <p>Engage wholeheartedly in the communal life and activities of the College.</p> <p>Be present on campus, and attend meetings, as appropriate.</p> <p>Respect and engage confidently with female and male students of all ethnicities, faiths, and with those who do not profess faith.</p> <p>Honour the bicultural commitments of the Treaty of Waitangi.</p> <p>Respect and engage confidently with female and male colleagues of all ethnicities and with differing theological and ecclesiastical affiliations.</p>	<ol style="list-style-type: none"> 1. A Laidlaw liturgy and vocational thread plan is developed and implemented. 2. College community events are regularly attended, and an active contribution is made.
Team Culture	<p>Work to improve internal communications & culture, and create alignment across the College's teams.</p> <p>Work to ensure that every Laidlaw staff member has clarity about Laidlaw and our mission, and is a vocal champion.</p>	<ol style="list-style-type: none"> 3. Laidlaw internal communication is regular, and leads to high engagement within the team. 4. Laidlaw staff can express our mission and describe our culture articulately.
Strategic Projects	<p>Work relationally to cohere internal teams in key areas who are developing strategic projects in identified areas.</p> <p>Work with the Academic Leadership to ensure that Laidlaw "signature" courses are well-wrought.</p> <p>Lead development of a Laidlaw "liturgy".</p>	<ol style="list-style-type: none"> 5. Teams form well and can clearly articulate their identity and the importance of their task within Laidlaw's strategic priorities. 6. Signature courses are identified and developed in light of the internal cultural strategy of College. 7. Development pathway for the Laidlaw liturgy is written and implemented.
Communications	<p>Network, attend events and build relationships with Christian leaders to ensure that Laidlaw remains a key partner in evangelical initiatives and networks in New Zealand.</p> <p>Develop and implement a message-led strategy for public content that increases Laidlaw's interactions with key audiences.</p> <p>Work to ensure that all Laidlaw events, communications, and networking activities are consistent with our core values, messages and strategies.</p>	<ol style="list-style-type: none"> 8. Laidlaw is well represented at key events and in key networks, as evidenced by stakeholder engagement numbers and feedback. 9. Message-led strategy is developed and audience targets are met. 10. Laidlaw messaging is consistent and widely recognised across our multiple contexts.

ACCOUNTABILITIES	KEY TASKS	KEY PERFORMANCE INDICATORS
<p>Further responsibilities</p>	<p>Personally participate in community service activities that advance the profile and reputation of College.</p>	<p>11. Involved in appropriate community service initiatives.</p>

Competencies

Active faith

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

Leadership

Is a leader and collaborative team member who models dedication, enthusiasm, excellence and authenticity and can manage difficult situations. Leads by example and operates with integrity.

Strategic Thinking

Takes a strategic and big picture view of the College, its operating environments and his/her role and responsibilities. Works to foster enthusiasm for, and contribution to, strategic directions and operational changes, in line with the overall College and academic vision. Considers the implications of decisions and actions on the wider mission of the College.

Cultural intelligence

Respects and engages confidently with women and men, people of all ethnicities and cultures, believers of differing theological and ecclesiastical affiliations, those of other faiths, and people who do not profess faith. Honours the bi-cultural commitments of the Treaty of Waitangi, and is especially strong in relating to Pasifika communities.

Discernment and Analysis

Takes a critical view of all information, probing, evaluating, challenging and exposing any potential issues. Does not accept things at face value but questions even at senior levels.

Relationship Building and Partnership Development

Creates partnerships with people and interacts confidently employing astute interpersonal skills and building trust and respect. Engages confidently with a wide variety of stakeholders.

Verbal Communication

Communicates complex verbal concepts and information effectively and professionally with a tone, format and style well matched to the target audience. Handles face-to-face and public occasions involving complex, confidential and delicate information with skill and integrity.

Written Communication

Writes well, and communicates professionally through email and other written means, tailoring communication style to the target audience.

Integrity and trustworthiness

Maintains the highest standards of character and integrity in all interactions, and works to foster mutual trust in all relationships.

Qualifications

QUALIFICATION/SKILL/ EXPERIENCE	DETAILS
Educational qualifications	<p>Essential</p> <p>Master's Degree or higher level qualification.</p>
Skills/Knowledge/ Experience	<p>Essential</p> <ul style="list-style-type: none"> • Affinity with and commitment to the Laidlaw College Statement of Faith • Culturally intelligent. Honours the bi-cultural commitments of the Treaty of Waitangi, and is especially strong in relating to Pasifika communities. • Experience working in a tertiary environment with a theological focus. • Experience in church leadership or pastoral roles • Experience managing, leading, and developing teams • Ability to think creatively and strategically • Collaborative leadership and consultation skills • Excellent English communication skills (verbal and written) • Strong interpersonal and relationship building skills, demonstrating warmth and confidence, ensuring positive interaction with students, visitors and external stakeholders • Linguistic affinity and competence • Existing relationships and networks with NZ churches and Christian Leaders

I hereby acknowledge and accept the above job description as a part of my employment conditions with Laidlaw College.

Name

Signed

Date