

# **Transition Team Job Descriptions**

These Job Descriptions are a guide for the four positions making up the Transition Team.

## **1. Transition Co-ordinator/ Team Leader (Voluntary Position until September 2016)**

### **Desirable Qualities and Skills**

- A young woman of the “next” generation
- A dynamic Christian leader.
- Comfortable working nationally and locally in the PCANZ.
- Able to foster women’s capacity development in PCANZ
- Excellent networking and organizational skills.
- Able to speak and write well.
- Familiar with internet communications via Facebook, websites etc.

### **Key Duties**

- Meet with the Transition Team - Administration/ Finance Convener, UN Convener and Mission Convener and develop a Transition plan including a time – line.
- Co-opt a group of younger women to form the Coordinator’s Support Team.
- Together with the Admin/ Finance Convener, review all finances and prepare a budget to be approved by the Transition team.
- Apply immediately to CWM (Council for World Mission) for \$5000 of the CWM grant to fund regional “face to face” gatherings of younger women. (These gatherings to be completed in the first six months of this appointment.)
- Together with the Transition Team and Coordinator’s Support Team plan a Women’s Conference for September 2016
- Initiate a media strategy to regularly access and provide information to all women of PCANZ with specific links to PI, Maori and Asian Ministries.
- Report three monthly and communicate regularly to PCANZ and Uniting Congregations via the appropriate media channels established.
- Prepare an Annual Report.
- Liaise regularly with the PW Advisory Group for any assistance and support.

## **2. Transition Administration/ Finance Convener**

**A paid position up to 20 hours per week until September 2016 when it may be reviewed.  
This position requires two skill sets to perform the roles of an administrator and a treasurer.**

### **Desirable Qualities and Skills**

- Can manage the operation of the office confidently, having excellent computer skills and familiar with secretarial duties.
- Will require some accounting background.
- Be familiar with software packages or be able to learn new software.

### **Key Duties - Administration**

- Work in close liaison with the Coordinator
- Receive, record and deal appropriately with all incoming mail, emails and telephone calls.
- Be responsible for preparing the Agenda for the Transition Team meetings three monthly.
- Participate in these meetings either face to face if geographically possible or Skype. Record the minutes.
- Maintain a data base of all parishes throughout PCANZ and supply changes to the Coordinator
- Compile the Annual Report to complete the Transition.
- Liaise with the Advisory Group for any assistance or support

### **Key Duties – Finance**

- Set a Budget with the Transition Team,
- Receive subscriptions, and any funds from Special Project, Mission Birthday Gifts and Used Stamp sales, receipt and bank.
- Make internet banking available to parishes.
- Pay accounts prior to due date (Two signatories)
- Reinvest any Term Deposits in consultation with Transition Team.
- Keep accounting ledgers up to date – Xero Software.
- Prepare accounts for audit (review)
- Audited accounts to be included in Annual Report.
- Prepare financial report for Transition Team for each three monthly meeting.

## **3. Transition Mission Convener (Voluntary Position until September 2016)**

### **Desirable Qualities and Skills.**

- Passionate about global issues as they impact on the lives of vulnerable people especially those of our closest neighbors, living in Asia and the South Pacific.
- Good communication and networking skills

### **Key Duties**

- Promote the joint MWF and PW Special Project for 2015-2016. To be completed by 30<sup>th</sup> June 2016.
- Liaise with Global Mission (PCANZ) for transition to fundraising future mission projects and how that might work.
- Promote the idea of fund raising mission teams to PCANZ churches and Uniting Congregations through the appropriate media channels.
- Continue traditional ways of revenue gathering for Global Mission through Mission Birthday Gifts and Sale of Used Stamps in parishes.
- Contribute to and participate in Transition Team meeting and report three monthly.
- Prepare an Annual Report

#### **4. Transition United Nations Convener (Voluntary Position until September 2016)**

##### **Desirable Qualities and Skills**

- An awareness of the United Nations Commission on the Status of Women (CSW)
- A passion for global issues affecting women and girls, of gender inequality, empowerment and the impact of poverty especially for Pacific nations.
- Awareness of the issues faced in the UN Beijing Platform for Action
- Able to write and speak well.
- Able to lead a committee including younger women.
- Able to relate to Ecumenical Women, the faith based alliance for advocacy at the UN.

##### **Key Duties**

- Convene a committee of 3 -4 women, with experience in the field of women's rights, NGO advocacy and international affairs.
- At all levels of Presbyterian Women, encourage an understanding of PW consultative status at the United Nations and advocacy for the rights of women, in New Zealand/Pacific and internationally.
- Represent Presbyterian Women at the annual Commission on the Status of Women at the United Nations in New York in March 2016.
- Maintain PW's consultancy status at the UN (through ECOSOC) including compiling the UN audit report every 4 years on PW's involvement with women in NZ and internationally.
- Liaise with other women's groups on international human rights, in particular: NZ Ministry of Women's Affairs International Caucus, NZ National Council of Women, Pacific Women's Watch, Ecumenical Women (at the UN) and other groups attending CSW such as the NZ Federation of Graduate Women and Zonta international, other NZ Women's Networks.
- As a member of the NCG, report on the work of UN Committee biannually, in Gleanings and web site, and in the PW annual report.
- Compile a budget and put in funding applications as appropriate (for example to the Council for World Mission).
- Lead a delegation of up to twenty self funded lay and ordained women including younger women / girls to the Commission on the Status of Women at the United Nations in March 2016
- Promote the work at the United Nations at Presbytery and national level to the wider church committees including the Council of Assembly, the Leadership Sub Committee, and the Knox Centre for Ministry and Leadership.