

Alpine Presbytery Executive Officer Vacancy

Arising from the retirement of Rev Barry Ayers on 30th June 2020, suitably qualified applicants are sought for this full-time, three-year fixed-term role from 1 July 2020 to 30 June 2023. The role is fixed-term due to the funding cycle. It is very likely that funding would be secured beyond the initial three years.

Note that this role is open to clergy and laity and is covered by the Employment Relations Act 2000 and subsequent amendments and thus an Individual Employment Agreement will be negotiated with the successful applicant. If the successful applicant is an ordained minister, then the relevant terms and conditions of service would apply.

General Nature of the Role

The role involves monitoring and developing the *culture* of the Alpine Presbytery. Personal engagement and culture-development is a vital aspect of this role and should align with the Presbytery's Strategic Framework and the development of that Framework.

Specific aspects of the Role include:

- Fostering a healthy mission-focused environment across the Presbytery.
- Ensuring the business presented to Alpine Council and Presbytery Gatherings is clear, complies with the Book of Order, and is presented in a form easily understandable by the members of Presbytery.
- Working closely with the Presbytery Moderator to ensure all the Presbytery business is conducted in a timely and professional manner.
- Overseeing compliance matters for Presbytery.
- Working with the Standing Committees of Presbytery and communicating well with the conveners.
- Overseeing Presbytery Staff.
- Representing Presbytery on Partner Church Review & Consultation processes. Represent Presbytery on Joint Regional Forum for Cooperative Ventures and at Heads of Churches.
- Liaising with other Presbyteries on matters of common interest.
- Arranging attendance and involvement at General Assemblies.

Personal Specification

While it is not expected that candidates would meet all the following personal specifications, the skills and personal attributes required range across the following:

- Leadership skills and experience
- Wisdom and diplomacy
- Ethical awareness, empathy and sensitivity
- Absolute transparency, honesty and integrity
- Organisational ability
- Consistency of approach in all situations and experience in conflict resolution
- Highly developed communications skills
- Knowledge of the operating guidelines of the PCANZ

Application Process

If you are inspired by this opportunity, please submit a suitable covering letter and relevant *curriculum vitae* to the Presbytery Office:

Alpine Presbytery – Attention: Gail Weaver
PO Box 42120
Tower Junction Post Shop
Christchurch 8149

or to our Presbytery Admin Support Office:
Gail Weaver at gail@alpinepresbytery.org

Please supply the contact details of TWO referees qualified to comment on your professional experience and expertise and ONE character referee.

Short-listed applicants will be interviewed by a suitable panel. This process may involve making a brief presentation to the panel on a given topic

Applications close on **Monday 16th December 2019**