

## **ASSOCIATE GENERAL SECRETARY**

### **POSITION DESCRIPTION**

**Appointed By:** Assembly Standing Committee

**Responsible to:** The Standing Committee

**Reporting to:** The General Secretary

**Has Reporting:** Members of Uniting Faith and Discipleship:  
National Director, Uniting Justice  
National Consultant, Worship, Doctrine and Christian Unity  
National Director Multicultural and CrossCultural Ministry  
National Director Formation Education and Discipleship  
National Director UnitingCare Australia  
Senior Media Officer

Education Projects Officer, Uniting Faith and Discipleship  
Executive Assistant to the Associate General Secretary

Other staff as designated by the General Secretary

**Membership:** As designated by the General Secretary

**Committees Attended:** Assembly Standing Committee  
Reference Committees and Working Groups as agreed with the General Secretary  
National Committee, UnitingCare Australia

**Basic Purpose:**

1. To lead Uniting Faith and Discipleship in fulfilment of its vision and mission
2. To share with the General Secretary in developing the vision for, and leadership of, the work of the Assembly and the Church's national life with particular reference to the internal relationships of the Assembly
3. To share with the General Secretary in the co-ordination, management and leadership of Assembly agencies, committees and staff
4. To be the Acting General Secretary in the absence of the General Secretary on leave or overseas or when designated by the President

**Major Responsibilities:**

1. (a) To lead the Uniting Faith and Discipleship Team in giving expression to its vision and mission statement, identifying new areas of work and determining work priorities within the mandate
- (b) To facilitate the work of various working groups and committees associated with that team
- (c) To lead and act as the National Director for the Relations with other Faiths area of work

2. (a) To share with the General Secretary in developing the vision for, and leadership of, the work of the Assembly and the church's national life; with particular attention to matters of staffing, relationship and change management, excluding responsibility for these areas within individual agencies
- (b) To share with the General Secretary in the development of the budget as appropriate to the leadership responsibilities of the Associate's role
3. To work with the General Secretary in promoting facilitative leadership, teamwork and networking of all Assembly staff including by:
  - (a) leading the managers meeting in the Secretariat
  - (b) co-ordinating the National Directors' meetings
4. To work with synods and presbyteries in consultative and appropriate partnerships to foster the mission of the church and the work of the Assembly as appropriate to the leadership responsibilities of the Associate
5. To be acting General Secretary in the absence of the General Secretary on leave or overseas or when designated by the President
6. To undertake other tasks as agreed with the General Secretary

**Term of Appointment:**

Initial term of five years, after which the appointee may, after review, be reappointed for terms of up to five years at a time as determined by the Standing Committee

*Approved by the Assembly Standing Committee, March 2014*

**APPENDIX  
(July 2011)**

**Delegations and Authorities:**

1. To lead the managers meeting in the Assembly National Office.
2. To lead and have responsibility for the areas of organisational health, people and culture in the Secretariat including the Uniting Faith and Discipleship Team; with particular reference to the impact of policy development and its implementation upon the people and culture.
3. The CFO / Administration Manager reports to the Associate General Secretary when the General Secretary is absent from the Sydney Office and when Acting General Secretary.

*Position Description approved March 2014 and Appendix noted by the Assembly Standing Committee, March 2014*