The Uniting Church in Australia
Synod of South Australia

POSITION DESCRIPTION AND PERSON SPECIFICATION

UNIT OF SYNOD:	**Secretariat**
TITLE OF POSITION:	**Strategy Officer (SO)**
APPOINTED BY:	**Synod of South Australia**
RESPONSIBLE TO:	**General Secretary**
TYPE OF APPOINTMENT:	**Placement 0.6 FTE, 2 years**

POSITION DESCRIPTION:

1. Summary of the broad purpose of the position in relation to the church's goals

The Synod of South Australia has articulated its mission statement as: We seek to be a growing church that proclaims Jesus Christ and is empowered by the Holy Spirit to participate in God's work of transforming and renewing the whole creation. In pursuit of this mission, it has established a number of Ministry Centres.

The Secretariat is one of the Ministry Centres that sits within Governance, Engagement, Ministry and Safe Church (GEMS) group within the Synod Office. The Secretariat provides strategic and governance advice to the Synod of SA, its presbyteries and congregations and support to the Synod Office including the reception area. The Secretary of the Synod (General Secretary), and the Moderator are members of the Secretariat along with the Associate General Secretary Governance and Operations, and administration and support staff.

At the meeting of Synod in June 2026, a new Synod Strategic Plan (2026 – 2030) was approved.

The General Secretary established a Strategic Oversight Group to oversee and align programs and initiatives with the Synod of SA strategic plan. In particular, the Strategic Oversight Group will oversee:

1. Organisation-wide strategy execution including their missional, pastoral and cultural impact,
2. Strategic resourcing and investment, in particular oversight of disbursement from the New Church and Ministry Development Fund,
3. Supporting alignment between Synod-wide strategy, MAPS outcomes, Presbytery initiatives, and initiatives from organisations associated with the Uniting Church in SA.
4. Response to major change or foreseeable major change.

Key areas of focus for the role are the implementation of the Strategic Plan, the Mission & Property (MAPS) Strategy Project, and the Synod Church Planting Task Group.

2. Reporting and working relationships

The Strategy Officer (SO) reports to the General Secretary, and works closely with the Associate General Secretary, Governance & Operations and works collaboratively with Executive Officers and management.

The Strategy Officer is an ex-officio member of the Strategic Oversight Group, the Mission & Property Strategy Working Group, and Synod Church Planting Task Group, and will collaborate with other key stakeholders and staff as required.

3. Statement of key outcomes and associated activities

The Strategy Officer coordinates the Strategic work of the Synod on behalf of the General Secretary and in collaboration with the Executive Officer's and Associate General Secretaries.

The Strategy Officer provides high-level strategic advice, organisational alignment, and change management expertise, enabling the Synod to faithfully steward its mission, resources, and responsibilities in accordance with the Basis of Union and Synod governance frameworks.

The Strategy Officer is responsible for leading, coordinating, and driving the implementation of the Synod Strategic Plan (2026–2030) on behalf of the General Secretary.

The Strategy Officer will:

- Provide strategic analysis, reporting, and advice to the General Secretary, Synod Standing Committee, and Synod meetings.
- Promote the effective implementation, monitoring, and continuous refinement of the Synod Strategic Plan
- Monitor the internal and external environments for Strategic risks and emerging opportunities
- Work collaboratively with Synod Teams, Committees, Boards and Presbyteries on implementation of the Synod Strategic Plan.
- Support Synod departments and committees to identify relevant areas of the Synod Strategic Plan and support their discernment of goals/next steps.
- Support the General Secretary in the implementation of the communication strategy for the Synod Strategic Plan
- Coordinate and facilitate strategic cross functional teams delivering strategic initiatives and ensure alignment with the 2026–2030 Strategic Plan.
- Project Manage and contribute leadership to the MAPS project
- Partner with presbyteries to support local implementation and contextual adaptation of Synod-wide strategies, where appropriate.
- Determine key measures and reporting frameworks
- Supporting cultural, organisational, and missional change aligned with the Strategic Plan.
- Prepare regular progress reports for the General Secretary, the Synod Strategic Oversight Group and Synod Standing Committee that will include dashboard indicators, risk assessments, and performance insights.

This role, undertaken on behalf of the Synod and interacting and collaborating with councils and communities of the church, will need to be undertaken in a way that embodies the values and duties of a Minister (Reg 2.2.1(a) 4-5, 7-12)). Including:

iv) witnessing in the community to the gospel of Jesus Christ;

v) guiding and instructing the members of the Church and equipping them for their ministry in the community;

vii) pastoral oversight and counsel where needed;

viii) serving in the community, especially among those who are hurt, disadvantaged, oppressed or marginalised;

ix) careful attention to administrative responsibilities;

x) due observance of the discipline of the Church;

xi) the enhancement of the Minister's own gifts for the work of ministry;

xii) pioneering new expressions o the gospel and encouraging effective ways of fulfilling the mission of the Church.

PERSON SPECIFICATION:

Essential Qualifications

- Tertiary (preferably post graduate) qualifications in ministry, theology, leadership, and strategic planning

Essential Personal Abilities, Aptitudes, Skills

- Excellent time and priority management skills
- Experience in change management, strategic planning and implementation
- Exceptional quality relational, verbal and written communication skills
- Ability to think creatively and generate and implement ideas
- Proven ability to work within a team environment
- Ability to problem solve, effectively manage time and competing tasks, to set priorities and achieve desired outcomes
- Proven ability to collaborate effectively
- A strong commitment and enthusiasm for the vision and mission of the Uniting Church in South Australia
- An active involvement in the life of the Uniting Church

Essential Knowledge

- Knowledge and experience in the polity and ethos of the Uniting Church, and the Synod of South Australia
- Knowledge of strategic planning and implementation frameworks

Summary of Terms and Conditions

- In accordance with the Uniting Church in Australia Regulations the Ministerial Stipend and Allowances for an Executive Officer will apply if the successful applicant is a Minister of the Word (MOW) or Deacon
- Employment terms and conditions as set by the Human Resources and Remuneration Committee for the Synod Office for an Executive Officer will apply if the successful applicant is a lay person
- The successful applicant will be required to submit the appropriate Department of Human Services (DHS) screening checks attached to this position. A current and satisfactory clearance is required at all times during employment.
- Principal places of work: 212 Pirie Street and work from home as agreed by the General Secretary
- Some travel and out of hours work may be required