



**BAPTIST CARE (SA) INC**  
**CHIEF EXECUTIVE OFFICER**  
**JOB & PERSON SPECIFICATION**  
**JULY 2010**



## JOB SPECIFICATION

### Background

Baptist Care (SA) is an Incorporated Association that has as its sole member the Baptist Churches of South Australia Inc.

According to its Constitution, the objects of the Association are :-

#### *Foundational Object*

To encourage, support, influence and extend those ministries of the churches of The South Australian Baptist Union Incorporated that encourage hope, develop skills, alleviate distress, enrich life and otherwise express through practical actions the love of God and the compassion and redemptive purposes of Jesus Christ to people who are aged and for the direct relief of poverty, sickness, suffering, distress, misfortune, disability or helplessness.

#### *Operational Objects*

To direct energy and resources to promote the prime place of the local church in the delivery of community services while holding in balance the need to maintain an economically and organisationally sustainable range of relevant social ministries.

This will include :-

- extending arrangements for the delivery of services in partnership with the local churches;
- working with local churches to identify a core group of relevant services suited to delivery through local churches;
- promoting and facilitating regional and state-wide programs delivered in local areas by local Baptist churches;
- sharing the facilities of local Baptist churches;
- identifying appropriate funding for and providing appropriate training to local churches;
- managing a range of services, as determined appropriate, and as informed by research and good practice, that respond to complex human needs that are beyond the capacity or scope of a local congregation.

This will include :-

- a range of care services for the aged, irrespective of religious persuasion, upon such conditions and at such locations in South Australia recommended from time to time by the Board to the Assembly;
- a range of community services to those who are needy, underprivileged or distressed in Adelaide and in South Australia.

The Chief Executive Officer, within the defined responsibilities, authority and accountability set by the Board, provides strategic leadership towards the attainment of the mission and vision of Baptist Care (SA) and effective leadership and management of the ministries and services, people and resources of Baptist Care (SA).



## JOB SPECIFICATION

### Accountability statement

The Chief Executive Officer is accountable to the Baptist Care (SA) Inc Board.

### Expected outcomes

The Chief Executive Officer will lead towards achievement of the following outcomes, providing regular reports to the Board demonstrating progress made :-

- that the aspirations of the Baptist Churches of SA community in the fulfilment of the foundational object are being harvested;
- that, in partnership with the Baptist Churches of SA, creative strategic planning towards the attainment of the mission and vision of Baptist Care (SA) is achieved;
- that the mission and vision of the Baptist Care (SA) is effectively articulated within the Baptist community and amongst other stakeholders;
- that spiritual and inspirational leadership is experienced throughout the organisation and its spheres of influence;
- that Baptist Care (SA) operates as a single cohesive entity having a culture of excellence;
- that the profile, reputation and business practices of Baptist Care (SA) are maintained at a standard qualifying it to be a recipient of first choice for church, individual, business, government and other funding sources;
- that the operations of Baptist Care (SA) are effectively led and managed so that its purposes are fulfilled in a financially sustainable manner.

### Principal responsibilities

The Chief Executive Officer will :-

- serve as the Executive Officer to the Board and its Committees, providing creative strategic planning and operational leadership in the development and fulfilment of the mission and vision of Baptist Care (SA);
- appropriately represent Baptist Care (SA) in its relationship with the congregations of the Baptist Churches of SA;
- represent Baptist Care (SA) on the Board of Baptist Care Australia;
- ensure Baptist Care (SA) has appropriate relationship with, and representation within, government, non-government and other community sectors;
- ensure the implementation of an appropriate HR policy which includes the provision of professional and pastoral support and encouragement to organisation's management and staff (including volunteers as is appropriate);
- be responsible for the recruitment and appointment of staff and volunteers;
- provide responsible financial and business management for the Association;
- ensure that Baptist Care (SA) is compliant with all relevant legislation;
- other responsibilities as determined from time to time by the Board.



## PERSON SPECIFICATION

### Personal attributes

*The Chief Executive Officer is a person who :-*

- has an obvious deep and prayerful relationship with Jesus as Lord, reflecting God's glory as evidenced by the presence of the fruit of the Spirit;
- possesses integrity in conformity with the Biblical standards for leaders;
- demonstrates an ability to relate to local churches through their pastors and leaders;
- is able to provide leadership that is in harmony with the "Baptist ethos";
- has a demonstrated ability to strategically lead and manage a complex organisation with a wide range of ministries and services;
- has had considerable and wide experience in community service development;
- has demonstrated ability to handle criticism constructively, confront challenging behaviour and resolve conflict;
- is committed to continuing personal and professional growth and development.

*The Chief Executive Officer must possess (essential) :-*

- the ability and commitment to work diligently with key stakeholders to :-
  - become and remain fully informed concerning key issues pertaining to the ministry and services of the Baptist Care (SA), and to
  - further develop and implement its agreed vision and purpose.
- good listening skills and an ability to relate to, effectively communicate with, and build coalitions with the wide variety of stakeholders;
- analytical, innovative, and strategic thinking abilities that facilitate effective and efficient outcomes;
- effective leadership skills and the organisational ability to lead, develop and energise a team and delegate responsibility;
- demonstrated knowledge of contemporary governance and business practices within the community services sector;
- appropriate resource management skills and abilities;
- a demonstrated awareness of contemporary culture as it relates to the life and ministry of the Association;
- knowledge of and commitment to effective implementation of HR (including 'Occupational Health, Safety and Welfare') and 'Duty of Care' policies;
- relevant tertiary qualifications.



## PERSON SPECIFICATION

*The Chief Executive Officer should possess (highly desirable) :-*

- a commitment to Baptist principles and beliefs demonstrated by membership of a local Baptist church;
- membership of relevant professional associations.

### **Appointment context statement**

Appointment will be made in the following context :-

- the term of appointment is four years with annual reviews. After each four-year term, there is an option for the appointment to be renewed;
- the appointment shall be on a full time basis on terms to be negotiated
- the successful applicant will provide a recent National Police Clearance.



## HOW TO APPLY

Applications should be forwarded to Heidi Jones by e-mail [12862@hender.com.au](mailto:12862@hender.com.au)

Telephone enquiries may be directed to Heidi on (08) 8100 8807 or to Julie Fleet on (08) 8100 8806.

### **Please Note**

Your application will be automatically acknowledged by a return e-mail.