



Counselling and Member Care Centre

Job title: Executive Director
Terms: Starting at a minimum of 3 days a week, moving to full-time
Location: Cairns
Requirements: Some travel required.
Some out of business hours work may be required.

About us: The Red Sea Counselling and Member Care Centre (The Red Sea Centre) exists to support Christian cross-cultural workers (past and present) through the provision of counselling, member care and training. We desire to see people equipped with the tools and skills to lead resilient lives and to carry out their calling and ministries, fruitfully and joyfully.

About the role: ***The Red Sea Centre is currently a small and emerging ministry. The gift-mix needed as someone steps into the role of Executive Director is that of a pioneer who can strategically and practically shape and implement the future of this organisation, sharing a vision and coordinating people, resources and systems.***

The Executive Director will work with the Board to shape and sustain a clear vision for the future of the Red Sea. They will provide management oversight across the organisation to ensure its effective and efficient functioning. The Executive Director will be responsible to the Board and represent the staff at Board meetings.

As head of the currently small but growing team, the Executive Director will manage the day-to-day operations of the organisation, its people, and resources. This involves identifying the aims, objectives, strategies, responsibilities, and timelines required to achieve the organisation's mission.

The Executive Director will oversee the design, marketing, promotion, delivery and quality of programs, products, and services.

They will be a person who models good character and professional integrity. There will be healthy synergy between their personal goals and beliefs and mission of The Red Sea.

- Responsibilities:**
- Prayerfully developing and implementing a strategy that will enable the Red Sea Centre to achieve its vision
 - Providing strong and clear internal leadership for the organisation
 - building a positive working environment for staff
 - provide pastoral support and leadership to staff
 - reporting effectively to the Board
 - Identifying and managing operational and corporate risks for the organisation, formulating strategies for managing and mitigating those risks.
 - Implementing respectful Human Resources practices regarding:
 - employment of staff
 - ongoing review performance review
 - overall staff management
 - Building intentional and positive relationships with external stakeholders
 - Initiating and pursuing fundraising possibilities
 - Meeting Government and other regulatory body requirements

- Candidate requirements:**
- Mature and growing faith
 - Pioneer, initiator with the gifts to see this ministry grow
 - People engagement and management skills
 - Empowering leadership style
 - Relevant spiritual leadership
 - Relevant professional qualifications and experience
 - Cross-cultural experience
 - Training or experience in a relevant field (missions / health / charity)
 - Backing of a mission agency or sending church
 - Child Protection/ National Police Check

To apply

Please send a current CV (no more than 3 pages) and a covering letter addressing the candidate requirements to:

Board Chair Rev Karen Newnham, knewnham54@gmail.com by January 31st, 2024.