



MUSTARD

EMPOWERING YOUNG

PEOPLE TO BE FULLY

ALIVE FOREVER

POSITION DESCRIPTION

TITLE: Director/EO/CEO

REPORTS TO: MLA Inc. Board of Directors

DIRECT REPORTS TO THE ROLE: Head of Ministry Operations, Head of Communications

ABOUT MUSTARD:

Mustard is a national high school ministry that exists to empower young people to be fully alive, forever. We facilitate the Mustard Student Movement and support groups of Christian secondary students that meet at lunchtime and also present workshops exploring the gospel in non-government schools.

Our Values:

Creativity: utilising our God-given imagination

Exploration: examining the ideas that shape our thinking

Relationships: being personal in what we do

Strategy: considering how to be most effective

ABOUT THE POSITION:

This position provides leadership to the ministry of Mustard.

Key Responsibilities:

- **Strategic Direction & Vision:** Under God and with the input of the board and Mustard's Leadership team, set, implement and review Mustard's vision and strategy.
- **Team Leadership:** Give leadership to Mustard's Leadership team and the staff as a whole including role clarity, supervision, performance reviews, development and training. Champion Mustard's core values to ensure they guide behaviour for all of Mustard's personnel.
- **Fundraising:** Working with the Board and Head of Communications, devise and implement fundraising plan to meet agreed targets. This may include the management of events, as determined by the plan.
- **Stakeholder Management:** Maintain strong relationships with key stakeholders, including school principals and chaplains, church and other ministry leaders and major donors to achieve Mustard's strategic aims.
- **Advocacy:** Advocate for Mustard's ministry by speaking and writing on behalf of Mustard in response to invitations. This may involve speaking and/or preaching at churches, youth groups or conferences.

- Marketing & Communication: Write, implement and review Mustard's marketing and communication plans in order to grow awareness of Mustard's ministry as well as the need for prayer, volunteers and financial support.
- Board Relationship: Report on Mustard's activities to the board at bi-monthly board meetings and maintain an ongoing relationship with all board members through the chairperson.
- Administration & Processes: Ensure all administration tasks are completed as necessary for the ongoing future of Mustard, liaising with the St. Hilary's administration team, operations staff and volunteers as appropriate. Manage Mustard's contact database to ensure that it is up to date and effective.
- Hands on Ministry: From time-to-time and as appropriate, participate in Mustard's ministry on the ground through Lunchtime Groups or Mustard Live events.

Key Selection Criteria:

- Proven experience in stakeholder management, especially across national ministry networks, churches & denominations.
- Experience in leading others with a focus on development, empowerment and spiritual growth.
- A strategic thinker, with the ability to plan and implement strategies across the organisation.
- A self-starting, highly motivated leader with an ability to manage themselves and a team of leaders.
- Experience in public speaking to audiences of varied sizes (advocacy minded experience will be favourably looked upon).
- Tertiary level theological education highly desirable.
- Business acumen with an ability to prepare, monitor and interpret budgets and other financial statements.
- A passion for following Jesus and seeing the growth of His kingdom.
- Demonstrated embodiment of Mustard's core values.

Other Information:

- This is a permanent full-time role.
- Salary packaging facility will be available to the successful candidate.
- It is a pre-condition for employment that the successful candidate has already obtained a satisfactory Working with Children check.
- The successful candidate will have a degree of flexibility; given that there will be events, meetings and preparation outside of regular business hours.
- The successful candidate must also sign Mustard's Code of Conduct and Statement of Faith.