**Ministry Development Manager**

* Opportunity to shape the service, function and ethos of PCSANZ
* Newly created, highly interactive and diverse role
* Permanent full time, flexible working arrangements + 5 weeks annual leave

 *Established in 2000, the Prison Chaplaincy Service of Aotearoa New Zealand (PCSANZ) is a registered charitable trust that is responsible for the management of prison chaplains and providing religious and spiritual support services to prisoners in all New Zealand prisons and correctional facilities under the contract of the Department of Corrections and Serco New Zealand.*

*PCSANZ delivers a range of services including employment, placement, and management of over 40 chaplains and coordination of over 1,000 committed faith-based volunteers in 18 prisons and correctional facilities across NZ.*

Reporting to the Chief Executive, you will be responsible for overseeing the delivery of professional development, training and formation of chaplains, design and implementation of curriculum and training programmes, development of chaplaincy teams and volunteer systems for PCSANZ.

You will assist with establishing the strategic direction of training and development of chaplains and volunteers, encouraging professional development and self-learning across the organisation and developing the volunteer systems and processes for PCSANZ.

Operationally, you will lead the development of chaplaincy teams at each prison site and deliver programmes of training and development for chaplains and volunteers, and the design and implementation of quality training materials and operational manuals, standard operating procedures and policies.

This is a newly created and highly interactive role; you will enjoy coaching, teaching and imparting your knowledge onto others, and the variety and breadth of this role will keep you well engaged, busy and stimulated.

To be considered for this role, you have the ability think conceptually and strategically. You will be creative and have strong eye for design, and especially about how things might be improved. You are highly collaborative and a natural leader with strong communication and relationships building capabilities.

This is permanent full-time role based at PCSANZ national office on Willis Street, Wellington Central. Hours are 40 hours per week and flexible working arrangements are available for the right candidate. Domestic/regional travel will be required (monthly).

**Person Profile:**

* Proven experience in training and development strategy and design
* A relevant tertiary qualification in theology (or a similar field of study)
* Successful track record of developing and implementing resources for learners
* Process design skills including deployment and evaluation
* Excellent communication and interpersonal skills
* Ability think conceptually and strategically
* Strong analysis and problem-solving skills
* Sound understanding of the Church or other faith-based communities
* Sound understanding of the work of chaplains or those in paid ministry positions (advantageous)
* An understanding of Tikanga Maori (desirable)
* Computer literate and proficient in Microsoft Office 365, Outlook and SharePoint

**Applications close:** 5pm, Tuesday 21 July 2020

**Applications to:** John Axcell via SEEK (please apply with CV and cover letter)
**Position description:**Available to view at pcsanz.org

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