



Christian Theological & Ministries Education Society

ROLE DESCRIPTION
Executive Director

Responsible to: CTMES Chair

Nature of the Role This is contract role. This role is for 24 months and renegotiable after that time.

Objective of Role: The role of the Executive Director is to:
 (a) Manage the day-to-day operation of CTMES
 (b) Support the CTMES Executive
 (c) Represent CTMES
 (d) Ensure that CTMES meets its responsibilities as a Qualification Developer

Place of Work: The role does not have a set place of work. The Executive Director must have their own office and office equipment including a laptop, phone and internet connection.

Hours of Work: The hours of work are flexible. It is intended this the role will be approximately 40 hours/month. The agreed dates on deliverables must be met.

	KEY TASKS	EXPECTED RESULTS	DELIVERABLES AND DATES
Day-to-Day Operation			
1.	Work with the CTMES Executive in the day-to-day operation of CTMES	1. CTMES operates effectively & efficiently	1. Emails & phone calls responded to with 3 working days
2.	Support the CTMES Exec Meetings	1. Attendance at meetings 2. Advise and guide the Exec	1. Attendance at Executive Meetings 2. Executive Director Report prepared for meeting 3. Meeting Minutes circulated within one week of meeting
3.	Support CTMES members	1. Liaise with CTMES members 2. Help members navigate compliance and operational issues	1. Emails & phone calls responded to with 3 working days 2. Meet with members as required 3. Seek advice required to support members
4.	Assist the Executive in providing professional development to members	1. Plan and deliver professional development to members	1. Training events delivered as required
5.	Work with the CTMES Executive to develop an annual plan	1. Annual plan that defines any projects, annual outcomes, responsibilities, accountabilities, and activities	1. Annual plan completed and approved prior to the AGM.
6.	Oversee the CTMES IT technology (Note: This is a preferred task but could be delegated if required)	1. Ensure that email, file storage and other technology operates effectively	1. All technology operates effectively and efficiently

		2. Web site is up to date	2. Web site is up to date
7.	Other tasks as required by the Executive	1. Success completion of assigned tasks.	1. As agreed.
Represent CTMES			
1	Represent CTMES to government agencies, peak bodies and other stakeholder groups	1. Attend meetings 2. Prepare government submissions 3. Lobby on behalf of CTMES 4. WDC representation 5. Stakeholder liaison	1. Attendance at required meetings 2. Feedback and submissions to government agencies as required 3. Attendance at WDC meetings
2.	Produce CTMES Newsletter and Manage CTMES correspondence	1. CTMES Newsletter 2. CTMES correspondence	1. Quarterly Newsletter produced 2. Timely correspondence
Qualifications and Curriculum			
1	Manage the development, review and consistency of NZQA qualifications	1. Complete all NZQA qualification documentation 2. Liaise with NZQA & members regarding qualifications 3. Attend consistency meetings 3. Report to CTMES & NZQA as required	1. Qualifications meet the needs of CTMES members & NZQA. 2. All requirements of NZQA met 3. Attendance at consistency meetings
2	Work collaboratively with CTMES members and the WDC on qualification, credential, and standard development, and identifying regional needs	1. Liaise with members and WDC on requirements 2. Attend WDC meetings 3. Report to CTMES & WDC as required	1. Attendance at WDC meetings 2. Reports submitted to WDC & CTMES as required
3	Provide support and guidance to members on qualifications	1. Provide advise to members on NZQA and WDC compliance requirements 2. Assist members as required	1. Timely information provided to members

PERSON SPECIFICATION

A. Personal Qualities

- Committed to the mission of CTMES
- Able to take initiative and be flexible with regard to the key tasks outlined above
- Ability to work independently
- Ability to communicate with and relate to various people and organisations
- Must be eligible to work in New Zealand.

B. Work Skills

- Confidence in using Microsoft Office applications.
- Good time management skills with regards to planning and organisation
- Ability to meet deadlines
- Excellent oral and written English communication skills

C. Knowledge

- Knowledge of the overall ethos of CTMES
- Understanding of NZQA and WDC and compliance requirements

REMUNERATION

Contract: Rate by negotiation