

# Position Description

<b>Position Title</b>	<b>CRE Support Officer</b>
<b>Position Reference</b>	
<b>Division/Area</b>	Christian Education Division
<b>Remuneration</b>	Honorarium + expenses
<b>Employment Type</b>	Voluntary
<b>Reports To</b>	Field Support Manager
<b>Direct Reports</b>	Team Leaders
<b>Budget/Financial Responsibility</b>	Expenses to be documented and sent in quarterly

## Key Purpose:

The Support Officer provides oversight, support and guidance to CRE Team Leaders in their area (often a Local Government Area, “LGA”) so that a high quality CRE program can be offered in as many schools as possible.

## Division Overview:

The objective of the Christian Education Services Division is to provide CRE Programs to all available students in government primary schools in Victoria; and to produce high quality curricula to assist in the teaching of CRE in Victoria and beyond. The CRE section does this through the provision of leadership in the recruitment, placement and training of volunteer CRE teachers, Team Leaders and Support Officers across Victoria.

CRE Support Officers are a vital part of the ministry of CRE in schools in Victoria.

CRE Support Officers come under the direction of the Director of Christian Education Services, and are supervised & supported by the CRE Field Support Manager, (or designated Regional Manager).

This is a voluntary position which receives an honorarium and has an expense allowance.

**Key Accountabilities:**

Key Result Area	KPI/Measurement
<p><b>To <u>support</u> CRE Team Leaders and Accredited Teachers in their work in schools</b></p>	<ul style="list-style-type: none"> <li>• Identify, appoint and instruct CRE Team Leaders in each school where there is a CRE program.</li> <li>• Equip, encourage and assist CRE Team Leaders to maintain the present number and quality of CRE programs.</li> <li>• Train new CRE teachers and allocate them to schools.</li> <li>• Follow up complaints from schools and parents, in consultation with ACCESS ministries.</li> </ul>
<p><b>To encourage the <u>recruitment</u> of volunteer teachers</b></p>	<ul style="list-style-type: none"> <li>• Plan strategies for recruiting appropriate new CRE teachers to increase CRE coverage and fill vacancies in schools.</li> <li>• Train and equip CRE Team Leaders and teachers to recruit appropriate people from their church and school communities to teach CRE.</li> <li>• Deliver the accreditation program to new CRE teachers.</li> </ul>
<p><b>To <u>promote</u> CRE in schools and churches</b></p>	<ul style="list-style-type: none"> <li>• Liaise between ACCESS ministries and school principals establishing good communication for both.</li> <li>• Establish partnerships with local churches by visiting church meetings, ministers, children’s workers and youth workers.</li> <li>• Train and equip CRE Team Leaders and CRE Teachers to promote CRE in their church and school communities.</li> </ul>
<p><b>Facilitate <u>training</u> opportunities</b></p>	<ul style="list-style-type: none"> <li>• Provide the appropriate training for new and existing CRE teachers</li> <li>• Monitor the training requirements for new and experienced CRE teachers.</li> <li>• Keep attendance records for all CRE Accreditation training sessions and PD sessions.</li> <li>• Arrange dates and venues for PD training sessions in the area in consultation with the Field Support Manager.</li> </ul>
<p><b><u>Liaise</u> with the CRE Field Support Manager</b></p>	<ul style="list-style-type: none"> <li>• Advise the CRE Field Support Manager of any issues of concern as soon as they</li> </ul>

	<p>arise.</p> <ul style="list-style-type: none"> <li>• Keep in regular contact with the CRE Field Support Manager; reporting on the progress of CRE in the region, including schools beginning and seeking to diminish or cease CRE programs.</li> <li>• Participate in an annual review with the CRE Field Support Manager.</li> </ul>
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**Skills & Knowledge requirements of the Role:**

- A committed and practicing Christian who is in good standing with their Denominational Church
- Well developed interpersonal and communication skills
- Demonstrated leadership abilities
- Good organisational skills
- Ability and willingness to speak at church meetings and other similar settings
- Willingness to work in a team setting
- Familiarity with church and school structures

**Experience & Training Requirements of the Role:**

- Minimum 3 years experience teaching CRE at a number of school levels
- Working knowledge of the Microsoft Office suite and Outlook (emails)
- Confidence navigating the Internet
- Experience in training others an advantage

**Working Relationships:**

**Internal:**

- Field Support Manager
- Team Leaders
- CRE teachers

**External:**

- Churches
- Schools

**Organisational Chart:**

