



## Position Description

### I. POSITION DETAILS:

- Position Title:** Content and Curriculum Manager
- Project:** PeaceWiseKids - biblical peacemaking resources for kids  
Phase: Years K-4
- Location:** Sydney (preferred – though other locations may be considered), with potential for significant work from home component
- Status:** Part Time Employee – 2 year contract – possibility for extension depending on circumstances.  
21-28 hours a week - to be agreed with the National Director
- Reports to:** Reports and is accountable to the National Director.
- Significant Relationships:**  
The Content and Curriculum Manager liaises closely with identified key stakeholders and project service providers including:
- National Director
  - Content creators – writers, videographers, graphic artists etc
  - PeaceWiseKids back-end online course creation and support volunteer
  - School and church organisations/groups, SRE bodies, other potential user-stakeholders
- Remuneration:** \$28.50/hour plus 9.5% super (equivalent to total benefits of \$61,666 per annum if it were a full time position).

### 2. ROLE DESCRIPTION

- Project manage, within the 2019 and 2020 calendar years, the creation of the full content and curriculum for PeaceWiseKids for Years 1-4, and possibly K as well. The course for Years 3-4 must be complete by end of 2019. Planning for years K-2 will be discussed and agreed, depending on whether K is its own course or grouped with Years 1-2 content
- Leveraging existing PeaceWise relationships and content, coordinate the content creation team (writers, videographers, animators, graphic designers, web designers etc) to deliver a cohesive and well-documented curriculum both for the online course content and the “live in-class activity” course content on time and on budget

- Actively promote and build relationships with potential users and stakeholders to develop the profile, recognition and uptake of PeaceWiseKids across all age groups, including for example meeting with school or denominational/church staff and presenting at conferences etc to explain and promote PeaceWiseKids
- Liaise regularly with National Director to coordinate overall project delivery, report on status, workshop issues and do collaborative planning together
- Facilitate one-off creative events (eg. writers retreats) to brainstorm ideas and collaborate on course content
- Manage the various component parts of the course creation within the allocated budget, and ensure that overall project delivery for each course occurs on time (grant money dependencies are associated with this timing outcome).
- Willingness to actively participate as requested in PeaceWise events and initiatives aimed at raising profile and support (people and money) for PeaceWiseKids

### **3. ORGANISATIONAL CONTEXT:**

PeaceWise's purpose is: 'Promoting peace and reconciliation in relationships through biblical principles and the power of Christ.'

PeaceWise believes that being wise in making and maintaining peace is something that more people want for their lives, but many often just don't know how to make this happen. People everywhere in all manner of different situations are confronting conflict and disputes. PeaceWise believes that the Bible provides real and practical strategies on how we can approach and respond to conflict, to turn it into something which can build relationships, rather than only damage them.

The particular focus of PeaceWise's ministry is the local church and Christian schools, including seeking to help build true cultures of peace within these communities. However, the ministry continues to grow and expand its ministry horizons, and this trend is likely to continue.

### **4. POSITION CONTEXT:**

The Content and Curriculum Manager is the person who has responsibility to plan for and execute the creation of content and curriculum for courses, which has been a long term dream and part of the vision of PeaceWise. This is done within the context of overall project management of the PeaceWiseKids project, which is done by the National Director.

The Content and Curriculum Manager will have a proven ability to project manage, think strategically, leverage existing and build new relationships and be able to operate at both the bigger picture and daily operational management levels. They will be passionately invested in bringing the gospel of peace to children, and have an existing high level expertise in working within the context of Christian education. They will be a self-starter and able to tackle both complex projects and everyday tasks and see them to conclusion with a minimum of supervision. They will be highly organised and efficient in systems and processes.

In order to fulfil this role, the Content and Curriculum Manager will display maturity, a high degree of intuitiveness and initiative, as well as the capacity to communicate effectively and in a relationally sensitive way with a wide range of people. As a first point of contact with the community, they must be able to positively represent the ethos and values of the organisation.

## 5. PEACEWISE'S EXPECTATIONS:

All employees of PeaceWise commit, with the help of the Holy Spirit,

- to walk together in Christian love with others working for PeaceWise
- to seek to support the work of PeaceWise and Christian peacemaking as they are able
- to address matters of conflict in a biblical and godly manner consistent with the principles for peacemaking that are promoted by PeaceWise; and
- if it is possible, as far as it depends on them, to live at peace with everyone (Romans 12:18).

All employees must adhere to the PeaceWise Statement of Faith, and will be committed to being:

- Supportive of the biblical framework and overall purpose of PeaceWise
- Active in promoting and modelling Christian values
- Contributors to a caring and supportive working community
- Focused on the needs of PeaceWise's clients
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence
- Continuously seeking to improve their skills and knowledge base.

## 6. SELECTION CRITERIA/COMPETENCIES:

The ideal candidate will possess the following competencies, skills, qualifications and experience:

### Project-specific:

- Extensive experience within Christian education in Australia
- Strong existing relationships with multiple stakeholders in Christian education
- Meaningful involvement in management of production of high quality Christian educational material for kids
- Experience in raising support for major projects (desirable, not a prerequisite)
- Proven project planning and reporting experience
- Track record to carefully manage engagement agreements with third party service providers (eg. videographers, graphic artists etc) (desirable, not a prerequisite)
- Clear availability to dedicate themselves with a single focus to successful project execution in 2019 and 2020

### General:

- Strong prayer life and local church involvement
- Strong ability to think strategically and "execute" to plan
- Organised, pro-active and professional
- Attention to detail
- High level of computer/IT skills
- High level of interpersonal skills
- Strong alignment with the Christian ethos of PeaceWise
- Good time management skills with a capacity to prioritise
- Excellent communication skills – both verbal and written

## 7. PEACEWISE STATEMENT OF FAITH

This statement reflects a contemporary summary of the central doctrines in the Bible, which are also presented in the historic creeds of the Christian church.

- The Bible is God's unique revelation to people. It is the inspired, infallible Word of God, and the supreme and final authority on all matters upon which it teaches. No other writings are vested with such divine authority.
- There is only one God, creator of heaven and earth, who exists eternally as three persons - Father, Son, and Holy Spirit, each fully God yet each personally distinct from the other.
- All people are created in God's image and matter deeply to Him. Central to the message of the Bible is that God loves people, and invites them to live in communion with Himself and in community with each other.
- Apart from Jesus Christ, all people are spiritually lost and, because of sin, deserve the judgment of God. However, God gives salvation and eternal life to anyone who trusts in Jesus Christ and in His sacrifice on his or her behalf. Salvation cannot be earned through personal goodness or human effort. It is a gift that must be received by humble repentance and faith in Christ and His finished work on the cross.
- Jesus Christ, second Person of the Trinity, was born of the Virgin Mary, lived a sinless human life, willingly took upon Himself all of our sins, died and rose again bodily, and is at the right hand of the Father as our advocate and mediator. Some day, He will return to consummate history and to fulfil the eternal plan of God.
- The Holy Spirit, third Person of the Trinity, convicts the world of sin and draws people to Christ. He also indwells all believers. He is available to empower them to lead Christ-like lives, and gives them spiritual gifts with which to serve the church and reach out to a lost and needy world.
- Death seals the eternal destiny of each person. At the final judgment, unbelievers will be separated from God into condemnation. Believers will be received into God's loving presence and rewarded for their faithfulness to Him in this life.
- All believers are members of the body of Christ, the one true church universal. Spiritual unity is to be expressed among Christians by acceptance and love of one another across ethnic, cultural, socio-economic, national, generational, gender, and denominational lines.
- The local church is a congregation of believers who gather for worship, prayer, instruction, encouragement, mutual accountability, and community with each other. Through it, believers invest time, energy, and resources to fulfil the Great Commission — reaching lost people and growing them into fully devoted followers of Christ.