

Special Character Community of Practice Facilitator Job Description

251015-COPF

Job Title:

Community of Practice Facilitator (the “Facilitator”)

Reports to:

NZCPT CEO (direct), Special Character Community of Practice (indirect)

Purpose of the Role:

The role has two primary objectives:

1. Support the functioning of the Special Character Community of Practice (COP) across NZCPT schools. *This includes supporting administrative tasks, meetings, and strategic planning for the COP.*
2. Deliver the objectives of the COP strategic plan. *This includes managing the projects and the business-as-usual components of the plan.*

The Facilitator will proactively support the Community of Practice comprised of school principals and Special Character (SC) leaders within the NZCPT network of state-integrated schools. The objectives of the role will be to foster collaboration, develop and maintain a repository of SC-related resources, share best practices, and develop strategies to strengthen the Special Character of Christian faith across the schools. The role requires a proactive, faith-centred approach to education, leadership, facilitation, and relationship building.

They will form part of a Special Character team comprising a Theological Advisor, Community of Practice Facilitator, and, periodically, Practice Consultants(s), who all directly report to the NZCPT CEO. Collectively, they are to support the delivery of Special Character within the NZ Christian Proprietors Trust through equipping and empowering principals, and special character leads to develop students and staff who love God and His Word. This will be done in support of the organisation's overall mission to partner with local communities throughout New Zealand to expand the provision of quality state-integrated Christian schooling, being education that is accessible, Christ-centred, and transformative.

Key Responsibilities:

- 1. Facilitation and Leadership:**
 - Facilitate regular CoP meetings (in-person and online) to foster strategic discussion, collaboration, and resource-sharing among school leaders.
 - Promote and maintain a focus on Christian Special Character within NZCPT schools.
 - Project design and management.
- 2. Special Character Development:**
 - Support Principal engagement with parents and community to understand and support the Special Character focus.
- 3. Capacity Building and Professional Development:**
 - Organise and facilitate SC professional development opportunities for school leaders/special character leads that focus on leadership in a Christian context, faith integration, and character development.
 - Support school mentorship initiatives for new and existing teachers to foster professional growth within a Christian framework.
- 4. Collaboration and Networking:**
 - Proactively strengthen relationships between school leaders and Special Character leads.
 - Create opportunities for sharing of resources, case studies, and success stories within the Community of Practice.
 - Liaise with external quality Christian educators and networks to access broader perspectives and resources.
 - Liaises with the NZCPT/KWT Joint Special Character Subcommittee (JSCS).
- 5. Coordinate Resource and Content Development:**
 - Coordinate the development and curation of materials, such as induction materials, guides, toolkits, and resources, to support schools in embedding and enhancing the Christian Special Character.
 - Maintain an online repository of best practices, research, case studies, and resources related to Christian education and character development.
- 6. Evaluation and Reporting:**
 - Monitor and evaluate the effectiveness of the Community of Practice, providing regular feedback and reports to NZCPT leadership on progress toward Special Character goals.
 - Provide summary reports for NZCPT quarterly meetings
 - Use data and feedback to continuously improve the COP's offerings and support structures.
 - Administratively facilitate NZCPT Special Character Reviews.
- 7. Spiritual Leadership:**
 - Model Christian values in interactions with school leaders and within the COP.

Qualifications and Experience:

- A deep, personal commitment to Christian faith, aligned with the theological position and values of the NZCPT.
- Significant experience in Christian education and educational leadership.
- Strong facilitation, communication, and interpersonal skills.
- Experience leading professional development or collaborative communities (such as COPs).
- Knowledge and understanding of the unique challenges and opportunities in state-integrated schools.
- Experience in curriculum design and educational resource development.

Key Competencies:

- **Faith-based Leadership:** Ability to inspire and guide leaders in integrating Christian values into school practices.
- **Christian Educator:** Experience as an accomplished Christian educator.
- **Facilitation Skills:** Strong ability to lead discussions, manage group dynamics, and foster meaningful collaboration.
- **Project Design and Management:** Ability to design projects and manage them to successful completion.
- **Communication:** Clear, empathetic, and effective communication skills, both written and verbal.
- **Collaboration:** Ability to work with diverse stakeholders and build consensus among school leaders.
- **Cultural Sensitivity:** Awareness of and respect for the diverse backgrounds of school communities while upholding the Christian Special Character.
- **Strategic Thinking:** Ability to see the broader picture and guide schools toward long-term faith-based goals.
- **Motivated:** A self-starter who can self-manage their own time and outputs effectively.

Work Environment:

- Hybrid: home, office, and on-site with a combination of remote and in-person meetings.
- Office location: The NZCPT Office is based in Silverdale, Auckland.
- Occasional travel may be required for in-person meetings and professional development events.

Special Requirements:

- This position requires a strong alignment with Christian faith principles and the Special Character upheld by NZCPT as described in its Theological Framework and Statement of Faith.
- Background checks may be required as part of the role.

Salary:

To be determined based on experience and qualifications.

Budget responsibilities:

Travel, publications, and repository expenditure.