



Position Description

Head of College, Pilgrim Theological College

Reporting to:	Executive Officer, eLM
Unit:	eLM
Location:	Centre for Theology and Ministry
Tenure:	Full-Time Placement 5 years, renewable upon successful review for up to 5-year terms thereafter
Hours per week:	Full-Time
Cost centre:	Pilgrim Theological College
Date:	June 20, 2024

Employee

Signature

Date

Manager Duncan Macleod, Executive Officer, eLM

Signature *Duncan Macleod*

Date 20/06/2024

Head of College, Pilgrim Theological College

The Head of College is a full-time dual-facing leadership role within Pilgrim Theological College, a College of the Uniting Church in Australia (UCA) and a College in the University of Divinity. The role carries responsibility for Pilgrim faculty and staff, implementation of the Pilgrim Theological College Strategic Plan, and the connections between Pilgrim Theological College and partners within the Uniting Church and the University of Divinity.

The following two paragraphs outline the two areas of responsibility carried by the Head of College.

Uniting Church in Australia Synod of Victoria and Tasmania

The Head of College is appointed by the Uniting Church in Australia Synod of Victoria and Tasmania, the Council of the Uniting Church in Australia (UCA) responsible for the general oversight, direction and administration of the Church's worship, witness and service in the region allotted to it. The Head of College role plays a significant part in the Synod's exercise of pastoral, executive, administrative and disciplinary responsibilities. The Synod promotes and encourages the work of the Church, assisting congregations and presbyteries within its bounds in their faithful participation in the mission of God.

The Synod provides governance oversight of Pilgrim Theological College through the Ministry and Mission Committee (M&M) and the Theological and Ministerial Education Committee (TMEC). Pilgrim faculty and staff are part of the Equipping Leadership and Mission (eLM) unit of the Synod.

University of Divinity

The Head of College also relates to the University of Divinity.

The University of Divinity was constituted by the Melbourne College of Divinity Act 1910 of the Parliament of Victoria. In 2016 the University of Divinity Act 1910 established the University of Divinity and empowered the University Council to confer degrees and award diplomas and certificates in Divinity and its associated disciplines. In 2021 TEQSA registered the University of Divinity as an Australian University on the National Register of Higher Education Providers.

Currently the twelve constituent colleges are: Australian Lutheran College, Adelaide; Catholic Theological College, Melbourne; Eva Burrows College, Melbourne; Pilgrim Theological College, Melbourne; St Athanasius College, Melbourne; St Barnabas College, Adelaide; St Francis College, Brisbane; Trinity College Theological School, Melbourne; Uniting College for Leadership and Theology, Adelaide; Whitley College, Melbourne; Wollaston Theological College, Perth; and Yarra Theological College, Melbourne.

The University of Divinity includes: the School of Graduate Research, School of Indigenous Studies, and School of Professional Practice.

Three networks are associated with the University of Divinity: Australian Collaborators in Feminist Theologies, Religion and Social Policy, and Syriac Language Research Project.

Equipping Leadership for Mission (eLM) Unit

Equipping Leadership for Mission (eLM) is one of three units within the Synod Ministries and Operations of the Synod of Victoria and Tasmania, along with the Secretariat and the Mission Resourcing Unit (MRU).

eLM staff is responsible for:

- Educating and forming lay and ordained people for ministry and leadership in a range of contexts
- Providing a range of services to support ministers and lay leaders during their time of ministry within the life of the Church
- Supporting, promoting, and informing the strategic priorities and areas of focus as resolved by the Synod
- Advancing justice, advocacy and research to support well-informed and effective contextual expressions of ministry and service in the communities in which we live and the publics we provoke and serve
- Resourcing congregations through the administration of the Church's grants program
- Developing networks and building deep partnerships across Synod Ministries and Operations staff teams, together with all presbyteries and their congregations
- Maintaining strong engaged relationships with the presbyteries through regionally based participation and support
- Fostering the intercultural capacity of the Uniting Church in Victoria and Tasmania.

Pilgrim Theological College within eLM

Pilgrim Theological College faculty and staff function as the Education & Formation for Leadership stream within eLM.

The College has a focus on building and strengthening leadership capacity and develops resources for spiritual practice, faith formation and discipleship.

The College's continuing education program includes development programs, theological resources and other initiatives including professional development requirements, training and supervision for the formation and ongoing support and development of ordained and lay ministry.

The stream delivers leadership and skill development services to increase capacity within Church communities tailored to lay leaders, congregation members and lay staff.

Pilgrim faculty and staff undertake research and develop resources to meet emerging leadership, ministry formation and ministry placements needs.

Pilgrim Theological College is supported by the work of Dalton McCaughey Library, a research library managed through eLM, in partnership with Trinity College Theological School and the Australian Province of the Society of Jesus.

Head of College role

The Head of College's primary responsibilities are to:

1. Provide leadership to Pilgrim Theological College, its faculty and staff, and student body.
2. Exercise oversight of strategy and operations relating to formation of ministry candidates and lay ministry students associated with the life of Pilgrim Theological College.
3. Represent Pilgrim Theological College in the University of Divinity
4. Represent Pilgrim Theological College in the Councils and Committees of the Uniting Church.
5. Promote the work of Pilgrim Theological College and the place of theological education, ministry formation and life-long discipleship in the life of the Uniting Church
6. Support faculty colleagues in their theological leadership within the life of the Uniting Church in Australia, with Uniting Aboriginal and Islander Christian Congress, as well as the Uniting Church's ecumenical and global partners.

The Head of College oversees the delivery of a range of learning and theologically based education programs and services, including, but not limited to:

- building capacity across the life of the church aligned to the Vision, Mission Principles and Statements of Intent as resolved by the Synod
- deepening faith formation and continuous professional development for ministers, pastors and lay leaders
- training Uniting Church leaders and lay staff to engage in a variety of missional contexts
- monitoring, evaluating and assessing learning needs and the effectiveness of the College's educational and academic programs and projects
- providing integrated and connected education systems
- providing educational opportunities to other areas and units of the Synod
- ensuring that Pilgrim Theological College expertise and resources support programs, systems, and educational activities across the Uniting Church in Australia (Synod and Assembly wide)
- ensuring direct engagement with congregations and Presbyteries to build partnerships and relationships of trust across the life of the Church
- fostering partnerships with Uniting Aboriginal and Islander Christian Congress (UAICC) and other Indigenous communities
- promoting income generating activities and fund-raising activities that maximise the financial return on education and training offerings
- contributing to the work of Pilgrim Theological College, through contribution to coursework, formation for ministry, and research, and academic administration.

As a leading member of the Synod and the leader of Pilgrim Theological College, the Head of College will be required to fulfil the relevant duties of a Minister (UCA Regulations 2.2.1) or Ministry of Pastor (UCA Regulations 2.2.2) specifically,

- Preach the Word, teaching the beliefs and practices of the Church
- Lead in services of prayer and worship
- Guide and instruct the members of the Church, equipping them for their ministry in the community
- Offer pastoral oversight of members and/or groups operating the auspices of the Church.

Reporting and Key Relationships

The Head of College reports to the Executive Officer, eLM, and is ultimately responsible to the Synod/Synod Standing Committee through the Theological and Ministerial Education Committee (TMEC) and the Ministry and Mission Committee.

The Head of College is a member of the eLM Leadership Team, which includes the Executive Officer, eLM, Executive Assistant, eLM, Dalton McCaughey Library Manager, Director Priorities Focus & Advocacy, Co-Directors Relationships and Connections, and Manager Marketing Administration and Events. The Head of College is supported by the Executive Assistant eLM.

The Head of College works collaboratively to achieve the strategic and operational goals of the College by working with:

- Faculty and staff of Pilgrim Theological College
- eLM Leadership Team
- Associate faculty and sessional lecturers
- Presbyteries and congregations within the Synod of Victoria and Tasmania
- Uniting Aboriginal & Islander Christian Congress (UAICC)
- TMEC and Ministry & Mission Committee
- Other Synod Ministries & Operations staff, including General Secretary, Associate General Secretary, People & Culture team, Culture of Safety team
- University of Divinity and its Colleges
- Theological colleges in other Synods: United Theological College, Uniting College Leadership & Theology, Trinity College Queensland, Nungalinga College, Wontulp-Bi-Buya College
- Universities and institutions of higher learning and Theological Colleges, as strategic to the work and goals of the college.

Direct Reports

1. Faculty Member: History of Christian Practice and Belief (Academic Dean)
2. Faculty Member: Old Testament
3. Faculty Member: New Testament (half-time)
4. Faculty Member: New Testament (half-time)
5. Faculty Member: Systematic Theology
6. Faculty Member: Ministry Studies
7. Faculty Member: Missiology and Intercultural Theology
8. Continuing Education and Leadership Development Coordinator
9. Lay Education Coordinator

The Academic Dean is a half-time role carried by a member of the Faculty.

Reporting to the Academic Dean

1. Registrar
2. Research Coordinator (half-time)
3. eLearning Facilitator (half-time)

Key selection criteria

Qualifications and experience

This position requires the following knowledge and experience:

- PhD or equivalent qualification in theology or related discipline
- Relevant tertiary qualifications related to training and development, teaching, adult education, or leadership/management development, at post graduate level would be highly regarded
- Research active as defined by [University of Divinity Academic Staff Policy](#).
- Demonstrated ability to teach and supervise research in one of the disciplines of the University of Divinity
- Demonstrated skills in academic leadership, management and administration in higher education
- Knowledge of the Uniting Church in Australia's governance and regulations is desirable
- Knowledge of governance and regulations relevant to tertiary education is desirable
- Understanding of the Synod's Strategic Framework or its successor (or the ability to develop such an appreciation)
- Experience and engagement with the life of local and regional faith communities.

Skills and abilities

The successful applicant will have the following skills and abilities:

1. **Learning:** Encourages an organisational learning approach. Demonstrates strong understanding of adult learning principles in design and delivery. Deals with concepts and complexity comfortably. Uses analytical and conceptual skills to reason through problems. Familiarity with a range of approaches to both on-line and face-to-face teaching modes. Develops an awareness of one's own strengths and weaknesses.
2. **Leadership and supervision:** Recruits staff of a high calibre and supports and motivates them to provide education and formation that is empowering and ethically consistent. Builds team commitment through consultation, delegation, and clarification of shared goals. Supports strategic planning processes marked by theological reflection and spiritual discernment. Effectively leads change and remains flexible. Models the Uniting Church ethos and workplace values.
3. **People management:** Clearly defines role expectations, monitors performance, provides timely and constructive feedback and facilitates staff development. Supports staff team and people in placement to ensure they are effectively engaged and motivated. Ensures a safe workplace for self and others.
4. **Teamwork:** Cooperates and works well with others in the pursuit of team goals; collaborates and shares information; shows consideration, concern and respect for others' feelings and ideas. Accommodates and works well with different working styles of others.
5. **Sustainability:** Adopts sound accountability measures. Demonstrates strong university administration skills. Ensures budgeting is accurate, achievable and monitored. Develops opportunities to promote and maximise education and training services for return on investment. Takes a commonwealth approach to financial management. Encourages organisational and individual responsibility towards the community and the environment.
6. **Relationship development:** Demonstrates an interest in and understanding of others. Recognises the contribution of others. Listens, consults others and communicates

proactively. Uses understanding of the context to ensure outcomes are achieved and issues are resolved. Is committed to deepening the covenanting relationship between the UAICC and the Church. Is committed to developing and deepening interfaith and intercultural relationships.

7. **Planning and organising:** Leads in the development and implementation of the Pilgrim Theological College strategic plan. Sets clearly defined objectives and priorities and operates accordingly, reviewing and adjusting as required. Identifies and puts in place processes, tasks and resources required to achieve shared goals. Establishes systems and procedures to guide work and track progress.
8. **Communication skills:** Relates to others in a confident and relaxed manner. Demonstrates excellent verbal and written communication skills. Confidently conveys ideas and information in a clear and interesting way. Demonstrates excellent interpersonal skills and abilities to interact effectively with a diverse range of individuals, groups and committee members.

Ethos and Commitments

The successful candidate will:

- be an active participant in a Christian community of faith; (Active membership in the Uniting Church, or commitment to becoming a Member in Association whilst in the role, is essential)
- commit to work within the faith and ethos of the Uniting Church in Australia
- appreciate and commit to the Synod's [Vision and Mission Principles](#), and Synod Ministries & Operations Values as outlined in this document (below)
- support fundamental principles of inclusion and fairness, including the contribution of diversity in culture (CALD), ability, age, gender, and sexual orientation to communities, including faith-based gatherings and workplaces
- be committed to seeking reconciliation and justice for the Aboriginal and Torres Strait Islander peoples of Australia.

Other requirements

Applicants will be required to have or obtain a Working with Children's Check, and their employment will be subject to satisfactory completion of a National Criminal History Check.

Flexibility is required in terms of working hours, with work on weekends and/or in evenings necessary from time to time. Annual leave may not be taken immediately prior to or during the Synod meeting or during the teaching weeks of a semester.

Applicants must be willing to work within the UCA's Workplace Values and Characteristics (see below). They must support the direction outlined in the Synod's Strategic Plan or its successor.

Key accountabilities and activities

Key accountabilities	Key activities
<p>Deliver excellent programs and services</p>	<ul style="list-style-type: none"> • Working with faculty and staff to design and develop effective educational strategies, including, but not limited to, frameworks for professional development, formation for candidates for UCA specified ministries, evaluation, online learning and theological education • Ensuring that programs and curriculum are designed and evaluated, drawing on learning needs analysis and contemporary techniques and technologies • Maintaining professional and technical knowledge by attending educational forums • Establishing personal networks • Engaging with new expressions of theological and leadership curriculum and participating in relevant professional societies and networks • Facilitating, presenting and modelling contemporary teaching and the use of current adult education tools and techniques • Encouraging the alignment of publications, projects and course offerings with the needs of the Church and the Pilgrim Theological College Strategic Plan • Promoting the work of the College to maintain the academic credentials of Pilgrim College and the credibility of the wider educational staff of eLM • Sourcing and generating research grants and funding opportunities to advance research, training and education • Ensuring projects and programs meet their objectives and stated timeframes to deliver on promises and build trust.

Lead others	<ul style="list-style-type: none"> • Promoting the Synod's Vision, Mission Principles, Priorities, and Synod Ministries & Operations Values and Characteristics • Ensuring clearly defined goals are established, annual operational plans are in place and that position descriptions remain accurate • Preparing one's own annual work plan with agreed measurable outcomes • Coaching and mentoring others and role modelling leadership attributes and the UCA ethos and values • Maintaining a clarity of purpose while leading others to speak with a common message • Fostering a work culture that thrives on strong working relationships between Pilgrim Theological College and other education programs for employees within the UCA, Ministers, Pastors and lay people. • Demonstrating a commitment to learning new skills and gaining new insights into own effectiveness.
Manage others	<ul style="list-style-type: none"> • Increasing the College's effectiveness by recruiting, selecting, orienting, training, coaching and counselling faculty and staff • Leading others through the development of lighter and simpler systems • Communicating shared values, strategies, and objectives • Delegating responsibility to faculty and staff, appropriately and fairly. • Monitoring performance and professional development through regular coaching, as well as through the Synod's annual Ministry Appraisal programs, annual Performance Planning and Development programs, and five-year review programs • Maintaining a collegial culture for consultation, mutual support and sharing of ideas • Being responsible for relevant compliance measures and managing risk to statutory requirements • Remaining approachable and consistent and providing sound reasons about decisions that are made • Ensuring that professional development opportunities are available and undertaken, so that people working in the team continue to grow skills and knowledge to train and educate others.

Foster strong relationships	<ul style="list-style-type: none"> • Developing and maintaining effective relationships across the life of the Church including, but not limited to, Presbytery partners, congregation members, Synod institutions, agencies, colleges, ecumenical partners and funding bodies • Maintaining a clear and current understanding of life within the presbyteries and congregations to ensure the timely and effective delivery of a range of educational opportunities.
Ensure accountable and sustainable financial management	<ul style="list-style-type: none"> • Developing and ensuring annual budget expenditure takes place within the delegation of the role (as outlined in the Synod Table of Delegations) and as approved by the Synod Standing Committee and any other governance requirements • Adhering to financial management protocols, policies and practices and coordinating actions with the Mission Resourcing Unit as relevant • Generating income through fundraising, adult learning activities (where appropriate) in addition to the fee-paying courses offered by Pilgrim Theological College • Preparing regular reports (and/or at the request of the Executive Officer, eLM) that include quantitative data and measurable outcomes to demonstrate program and project achievements against financial considerations.
Communicate effectively	<ul style="list-style-type: none"> • Conveying ideas and information in clear and engaging ways • Identifying target audiences and researching their needs, preferences and characteristics • Using audience feedback to refine communication • Handling difficult and sensitive communications well • Writing briefs, emails, and reports using clear, concise and grammatically correct language • Using multiple communication channels to tailor communication to relevant audiences.

Demonstrate teamwork	<ul style="list-style-type: none"> • Participating in team development activities and exercises to enhance own leadership and foster a culture of teamwork across Pilgrim Theological College and the wider Synod Ministries and Operations staff • Maintaining effective and respectful relationships • Participating in team meetings and conversations with peers in a way that encourages collaboration and connection • Participating in Synod Ministries & Operations managers meetings and conferences. • Remaining open and flexible to new ideas and the sharing of resources, to ensure the wisest use of the Church's resources • Demonstrating enthusiasm for the strategic direction and the purpose and goals of the Pilgrim team and broader eLM unit • Resolving any conflict that may arise through effective reconciliation methods.
Manage self	<ul style="list-style-type: none"> • Preparing own work plan annually in consultation with the Executive Officer, eLM, and colleagues, developing agreed measurable performance and professional development outcomes • Demonstrating a commitment to learning new skills and gaining new insights into own effectiveness • Participating in the Synod's annual Performance Planning Development (PPD) program (Ministry Appraisal) program.

Synod Ministries and Operations Values & Characteristics

Synod Vision

Following Christ, walking together as First and Second Peoples, seeking community, compassion and justice for all creation

Synod Ministries & Operations Mission

To inspire, resource and enable presbyteries, congregations and agencies to live Synod's vision



TRUST

a dependable partner

Being a dependable partner that builds trust through: respectful, just and honest action; acting with integrity; ensuring the safety of all children and vulnerable people is paramount; aligning policy and practices; and fulfilling promises.

COLLABORATION

a shared responsibility

Taking responsibility and collaborating through: knowledge sharing; inclusive decision making; and walking together as First and Second Peoples.

GROWTH

an expansive culture

Embracing a culture of generosity and growth by: nurturing new ways of doing things; continuous improvement to practices, systems and processes; hearing all voices, contributions; welcoming diversity and consultative leadership.

SUSTAINABILITY

a healthy ecosystem

Maintaining a vibrant environment by: the intentional use of resources and ensuring we have the right skills, development, gifts and talents where we and our work flourish.

Mission Principles

God in Christ is at mission in the world and sends the Church in the Spirit to:

1. Share the Good News of Jesus Christ.
2. Nurture followers of Christ in life-giving communities of reconciliation.
3. Respond in compassion to human need.
4. Live justly and seek justice for all.
5. Care for creation.
6. Listen to each generation and culture so as to live out the Gospel in fresh ways.
7. Pursue God's mission in partnership.

Pilgrim Theological College – Further Information

Pilgrim Theological College is part of the Uniting Church Synod of Victoria and Tasmania. It stands within the Synod's eLM (equipping Leadership for Mission) unit and is the core component of the Education and Formation for Leadership area of work. As a part of the Uniting Church, the College pursues its academic, formation and research work with a commitment to the Vision, Mission Principles and Strategic Priorities of the Synod.



Pilgrim Theological College is a constituent college of the University of Divinity, a University in the Australian Higher Education framework. The University of Divinity is a Collegiate University, with all teaching, learning, and research taking place within one of the twelve constituent Colleges or an associated research Centre. The University is governed by a Council and its academic programs are overseen by a central Academic Board.

Pilgrim Theological College in its present form is ten years old, having developed out of the ecumenical work of the United Faculty of Theology which closed in 2014. We are a small college with around 120 unit enrolments, and a research program of around 12 students.

The College has formal responsibility for the education and formation of ordained ministers within the Uniting Church Synod of Victoria and Tasmania, and faculty members are involved in this formation work as well as academic teaching. The current student formation community is 18 students.

Teaching takes place in classes of usually between 6-25 students, depending on enrolments. Teaching occurs in three modes: online only, classroom only, or blended learning where students are taught concurrently in the online environment in parallel with classroom delivery.

The current Pilgrim faculty consists of eight people serving in Uniting Church placements: the Head of College and seven further faculty members:

Head of College: Revd Assoc. Prof. Sean Winter (through to December 2024)
History of Christian Practice and Belief, and Academic Dean: Assoc. Prof. Kerrie Handasyde
New Testament: Revd Assoc. Prof. Robyn Whitaker (0.5, 2024–2027)
New Testament: Revd Dr Sally Douglas (0.5, 2024–2027)
Old Testament: Revd Assoc. Prof. Monica Melanchthon
Ministry Studies/Formation: Revd Prof. Stephen Burns
Missiology and Intercultural Theology: Revd Prof. John Flett
Systematic Theology: Revd Assoc. Prof. Geoff Thompson (retiring December 2024)

Associate faculty and support staff include:

Continuing Education and Leadership Development Coordinator: Revd Fran Barber
Lay Education Coordinator: Ms Mel Perkins
eLearning facilitator: Mr Adrian Jackson
Registrar: Ms Erlinda Loverseed
Research Coordinator: Dr Brian Macallan

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