POSITION DESCRIPTION – CREATIVE DEVELOPMENT COORDINATOR

POSITION IDENTIFICATION

Position Title: Creative Development Coordinator
Reports to: CityAlight COO (Rich Vassallo)
Employment Status: Permanent Part-time
Ordinary Hours of Work: 3 days per week

POSITION OBJECTIVE

The Creative Development Coordinator role exists to cultivate, develop and strengthen the Creative volunteer ministries of CityAlight and St Paul's Castle Hill by helping team members identify their strengths, recognise areas for growth, and develop practical skills.

KEY TASKS/RESPONSIBILITIES	DESCRIPTION
1. Skills assessment and development needs	• Recognising gaps in technical, creative, or collaborative skills. • Identifying emerging songwriters, musicians and vocalists with particular potential. • Identifying team members who require additional support or development. • Identifying gaps in the collective skillset of the songwriters, musicians and vocalists across St Paul's and CA. • Using songwriting reviews, workshops, feedback sessions and one-to-one conversations to build a clear picture of team capability. • Work alongside the Creative and CityAlight staff teams to identify possible training opportunities for Team Nights.
2. Clear training and coaching pathways	• Design tracking/reporting tools to regularly measure skills progression, opportunities for improvement, note key areas to work on. • Ensure training pathways are visible, universally understood by all team members, and allow for unique individual progression through the pathway (acknowledging that time available for training and up-skilling might look different for different team members) • Develop a pipeline for emerging and established writers, musicians and vocalists. Help identify where individuals sit and what opportunities will help them move forward.

3. Curriculum development	• Design and continually develop a curriculum that responds directly to the needs of the team. • The curriculum should be highly practical and designed to move people from understanding songwriting and musicianship principles to actually applying them. • Design exercises, teaching modules and workshops which come together to build an effective training program. • Work alongside the Creative Operations Coordinator to develop appropriate tools to use for these training programs (which could include forms, videos, online modules etc) • Regularly review the effectiveness of the curriculum and adapt it according to the development of the team.
4. Third party suppliers and coaches	• Work with external service providers to arrange training and workshops. • Book coaches in for Team Night as required. • Create and maintain a list of service providers that can help with various instruments, vocal coaches and other areas of musicianship and songwriting.
5. Resources and Tools library	• Develop a library of practical tools that make songwriting and musicianship development more intentional and repeatable. • This may include the development of checklists, templates, lyric evaluation tools, co-writing guides, feedback frameworks, self-assessment tools. • Ensure resources are accessible, useful and regularly updated. • Seek to provide practical tools and spaces for training, especially tools that individuals may not have access to at home (eg. Nord keyboards at church). • Develop a list of recommended reading.
6. Other (applies to all roles)	• Undertake any other tasks, consistent with skills, qualifications and experience, as may be required from time to time. • When opportunities arise to serve in other ministries, permission is to be sought from the relevant team leader or Rector for personal time off, or for this to be considered as part of ministry with SPCH.

Please note that Key Tasks / Responsibilities may change from time to time, as set by the Senior Minister.

GENERAL

All staff are expected to:

- Be actively engaged in the life of St Paul's church, through regularly attending a service and small group.
- Agree with SPCH Vision, Mission & Statement of beliefs stpauls.church/what-we-believe
- Ensure St Paul's is always represented professionally and responsibly.
- Participate in regular work reviews (may be 6 or 12 monthly)

- Treat all staff, church members, and visitors with respect and dignity.
- View their role as a part of the whole mission and ministry of St Paul's not in isolation.
- Attend weekly staff meetings (currently held weekly on Tuesdays).

POSITION REQUIREMENTS

Character:

- **Collaborative** – ability to work well with multiple team members on shared projects.
- **Warm and approachable** – someone who is well-liked and will be able to build great rapport with a wide range of team members.
- **Emotional intelligence** – recognises the unique challenge of working in creative spaces and understands how to best work with creative individuals across all teams.
- **Flexible and adaptable** – demonstrate a willingness to take on tasks and projects as needs arise, ability to prioritise according to urgency.
- **Detail focussed** – takes pride in completing jobs to a high standard of excellence.

Qualifications:

- Hold a current WWCC (Employee).
- Complete a SMC (Safe Ministry Check).
- Complete the Diocesan Safe Ministry Course (completed online and refreshed every 3 years).

Competencies & Experience:

- A demonstrated commitment to continuous improvement and professional development.
- Proven experience with developing musical training programs for individuals and groups.
- Demonstrated musical ability and proficiency across a wide variety of musical styles.
- Highly organised individual who can balance administrative tasks with practical duties.
- Ability to work calmly and effectively under pressure.

ORGANISATIONAL RELATIONSHIPS/AUTHORITY

Reports to: CityAlight COO

Key Relationships: CityAlight COO, Creative Director, Music Director, Creative Operations Coordinator, Communications Director, Creative Team volunteers, CityAlight staff team, external suppliers and contractors.

WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Active participation in activities associated with the management of workplace health and safety.
- Identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of appropriate personal protective equipment where needed.