

**Position Available**

**Director of the John Paul II Centre for Life**

Full-time, permanent role: (hours negotiable)

**Overview:**

The John Paul II Centre for Life Charitable Trust (JPII Centre) is a Catholic Organisation dedicated to helping build a culture of life, marriage and family in the Christchurch Diocese through prayer, education and service.

The JPII Centre is seeking an experienced Director to lead the JPII Team. The Director is responsible for promoting the mission of the JPII Centre and for overseeing the day-to-day operations of the Centre. The Director will provide leadership, clear direction and coordinate the work of the centre, overseeing and supervising staff and volunteers and providing resources, services and programmes to fulfil the strategic direction and plan set by the JPII Centre Trust Board.

**The key responsibilities of the director include:**

* Leading the team according to the Centre’s vision, mission and values as articulated by the Catholic Church’s teaching on marriage, family and human life.
* Ensuring the provision of high-quality services and programmes.
* Management and supervision of direct report staff and volunteers along with professional development, training and performance of all staff.
* Fundraising and operating within an agreed budget.
* Development and coordination of the Centre’s planning and reporting.
* Managing all relevant external relationships.

**What we are looking for:**

The successful candidate will have the following skills, values and experience:

* An understanding of, empathy with, and commitment to the mission and values of the JPII Centre as articulated by the Catholic Church’s teaching on marriage, family and human life
* Strong leadership skills and relevant experience in managing and leading in the Not-For-Profit Sector including leading, recruiting, training and motivating staff and volunteers.
* Ability to build strong and positive relationships with part time staff, volunteers, board members, supporters and stake holders in a collaborative manner. Understands, develops and maintains a healthy culture within the JPII Centre staff.
* Experience in fundraising. Some financial management experience would be advantageous.
* Ability to see the ‘big picture’ while also working day to day effectively as part of a small team.
* A high standard of personal integrity, empathy and can maintain confidentiality.
* Excellent strategy, planning and decision-making skills along with outstanding written and verbal communication skills would be an advantage.

The hours are flexible, but ideally, we are looking to employ a Director Full Time. Only applicants that can work long term in New Zealand will be eligible for this role.

For a position description, application form or more information, please contact Allan Holden on 027 574 7017 or [chair@jp2.org.nz](mailto:chair@jp2.org.nz) - **Applications close** (including a current CV, referees, completed application form and covering letter) **at 5pm on Friday March 7th, 2025**.