



**Nurses Christian  
Fellowship International**

***Nurses Christian Fellowship International  
Manager of International Institute of Christian Nursing  
Role description***

**Background:**

The International Institute of Christian Nursing (IICN) is the professional resource division of NCFI. It provides scholarly resources and facilitates collaborative networks with Christian universities and organisations worldwide. The vision of the Institute is to advance a Christian worldview in nursing practice, education, leadership, and research, supporting Christian nurses to develop and make an impact on the profession. The demand for educational and research programs that reflect the Christian world view has become increasingly evident and IICN gathers and disseminates resources so that Christian nurses will be better equipped to live out their Christian values and so improve health within their sphere of influence. The IICN produces the journal Christian Nurse International (CNI) twice a year and provides quality courses written from a Biblical perspective that are not provided by the profession. It does not seek to replicate learning materials already available to nurses through professional sources but aims to make available professional resources with a Biblical and Christian foundation. Currently the IICN provides courses, who are led by voluntary specialist and supported by a team of voluntary academic experts in

- Spiritual Care
- Biblical Leadership in Nursing
- The Values Based Teacher
- Additional courses are currently in preparation

IICN also run courses in collaboration with partnering organisations with whom we have a Memorandum of Understanding. These courses will have a NCFI International voluntary person who works in collaboration with our partners

- Faith Community Nursing in collaboration with the Westberg Institute (WI/IPNRC)
- Saline Process in collaboration with IHS
- Courses taught in collaboration with PRIME

**Purpose of the IICN Manager:**

The IICN Manager will work closely with the Director and support the Director in delivering the IICN strategic plan in the following ways:

All necessary arrangements for the two monthly virtual meetings of the Program committee /Steering group

Preparation of the agenda, write the minutes and the circulation of the minutes of all IICN meetings and working papers  
Maintenance and updating of strategic planning documentation  
Monitoring and support for the production of CNI  
Maintenance and updating of the IICN web site  
Working with the NCFI media committee to promote the work of IICN

### Qualifications

The IICN Manager must be a nurse or have a health related degree. Computer / administration certification or evidence of equivalent experience is essential together with planning and organization skills. Good interpersonal and communication skills and capacity to work in teams is important. The Manager must be familiar with current software packages such as Word, Excel and data storage and experience from handling websites.

The IICN Manager represents NCFI and must be familiar with the NCFI mission, aims, values, and strategic directions. The Manager must also be in agreement with and sign the NCFI Statement of Faith.

The IICN Manager must be approved by the NCFI Executive Committee. The volunteer Manger needs to be able to commit the necessary time and effort for the management of the IICN

The IICN Manager needs to be aware of NCFI policies and sign the Policy of Privacy of NCFI and the NCFI Data Protection Guidelines for Staff and Volunteers. When traveling on behalf of NCFI, the Manager must send a signed NCFI Duty of Care to the NCFI Administrator at [ncfidonnaspronk@gail.com](mailto:ncfidonnaspronk@gail.com)

### Scope

As this role is international in scope, the IICN Manager must be sensitive to and respectful of the differences in culture and tradition (e.g. within different countries, denominations) and seek to find and work in unity in fundamental areas – as committed to in the NCFI Statement of Faith.

As the IICN Director now is complemented by an IICN Manager, it is a developing ministry and as such NCFI will allow time for the roles to develop together with the IICN needs and activities.

### Length of Service

As the IICN Manager's role is new, and needs to be adjusted to the IICN Director's role and the current state of the IICN, there will be a mutual trial period for NCFI and the IICN Manager of six months. This Role description will be evaluated and possibly adjusted by the NCFI Executive Committee and the Manager of IICN after that time.

Adopted April 2019 by the NCFI Executive Committee.