



Manager Project/Programme Development & Delivery

New Zealand Catholic Education Office

The Manager Project/Programme Development & Delivery at the New Zealand Catholic Education Office is a senior leadership role focused on supporting the CEO and Board in advancing Catholic education and operational effectiveness. The role involves strategic initiative delivery, governance support, and fostering relationships with education stakeholders across New Zealand.

PERMANENT PART-TIME

WELLINGTON, NEW ZEALAND

SALARY BY NEGOTIATION



About NZCEO

The **New Zealand Catholic Education Office (NZCEO)** serves as the central office for both the Board and Shareholders of New Zealand Catholic Education Office Limited. It plays a pivotal role in meeting the educational needs of the New Zealand Catholic Bishops Conference.

NZCEO assists the Bishops Conference and the proprietors of Catholic Integrated schools in their mission to provide quality Catholic education. The Office works collaboratively with schools and diocesan educational bodies to support and promote the continued development of Catholic education in New Zealand.

NZCEO also serves as the Secretariat for the **Association of Proprietors of Integrated Schools (APIS)**, representing the proprietors of all Integrated Schools across New Zealand. In this role, the Office liaises with the Government, various government departments, and a broad range of other sector organisations and education peak body groups on matters related to state integrated education, Catholic education and New Zealand's education sector at large.

The Catholic school is embedded in the Church; it is the Church in action....forming Christ in the life of others. First and foremost, every Catholic institution is a place to encounter the living God.

— NZ Catholic Bishops

Vision and Mission

Our Vision

Catholic schools are vibrant Catholic faith communities where young people encounter Christ and are formed as His disciples.

Our Mission

To deliver high quality support, advice and advocacy for our Catholic Proprietors to safeguard and strengthen the delivery of authentic Catholic education.

Our Purpose

We support Catholic school communities to grow in Christian discipleship, deliver high-quality and equitable education, promote inclusion and Te Tiriti o Waitangi, and build strong partnerships to secure fair funding, supportive policy, and mechanisms to support special character teacher training.

Our Values

As an organisation that serves the Catholic Church in Aotearoa New Zealand, NZCEO has a strong role in proclaiming the Good News of Jesus Christ through our words and actions. Gospel values are at the heart of the culture of our organisation and we aspire to ensure the values as outlined below are the lived reality within our organisation.

Tika, Tikanga

Truth, integrity, truthfulness, professionalism

Pono

Honesty, sincerity, openness

Aroha

Love, empathy, understanding, equity, developing relationships, being open to other cultures and beliefs

Hohou-rongo

Reconciliation

Manaakitanga

Respect, care for, hospitality

Rangimarie

Peace





Safeguarding Statement

NZCEO is committed to dignity and respect at work, through an environment which is free from abusive behaviour and protects people from harm. Key principles from Catholic social teaching, notably human dignity, natural justice and the dignity of work, reinforce that safety for children and adults is integral to the life and ministry of the Church and flows from the Gospel. The CEO of NZCEO leads the development of a culture which secures physical, emotional and spiritual safety, ensuring appropriate boundaries and behaviours and exercising vigilance over the environment are paramount in this organisation.

Te Tiriti o Waitangi

NZCEO's position on Te Tiriti o Waitangi is grounded in Catholic social teaching, which acknowledges the special role of indigenous peoples and their rights to maintain their culture and heritage. NZCEO emphasises our commitment to Te Tiriti o Waitangi through our practice by reflecting its principles in our policies, work practices, documents, actions, decision making and advice.

"Te Tiriti acknowledges the special place of the Māori people as tangata whenua (the people of the land) – that is indigenous. They understand it to be a covenant and a taonga tapu (a sacred treasure). The Treaty provides the moral basis for the presence of all other peoples in Aotearoa (New Zealand) and guarantees reciprocal rights and obligations between the Crown and Māori."

NZ Catholic Bishops, 1990



Purpose of the Role

Role responsibilities: The position supports the CEO in delivering strategic initiatives, preparing plans, managing policies, and providing governance resources and compliance support for the Board and associated stakeholders.

- **Key duties:** Duties include programme and project delivery, budget and administrative support, reporting, relationship management, website oversight, and support for school events, property matters, and integration agreements. Collaboration with Ministry of Education and other sector partners is essential.

- **Candidate requirements:** The ideal candidate demonstrates strategic insight, technical capability, relational influence, strong communication skills, and understanding of Catholic education and/or State Integrated education, Te Tiriti o Waitangi, equity, and New Zealand education policy. Respect for Catholic special character and diverse school characters is essential.



Role Details & Remuneration

Hours of Work

Permanent part-time position. 4 days a week or equivalent.

Location

Wellington, New Zealand. The role requires travel within New Zealand as required to fulfil liaison, representation and advocacy responsibilities.

Remuneration

Salary range \$110-125k, commensurate with the seniority and scope of the role.

Benefits

- Car park
- Hybrid work conditions
- Generous leave provisions

Start Date

Oct 2026

Further Information

NZCEO Website

For more information about the New Zealand Catholic Education Office, visit: www.nzceo.org.nz

Annual Report & Strategic Plan

The NZCEO Annual Report and Strategic Plan are available on the NZCEO [website](#). These documents provide important context for the role and the organisation's direction.

APIS Information

Information about the Association of Proprietors of Integrated Schools (APIS) is also available on the APIS [website](#). Also view the resources available [here](#).

How to Apply

NZCEO is seeking an exceptional senior leader, within the New Zealand Catholic Education Office, to support the CEO and the Board in advancing the mission, strategic priorities, and operational effectiveness of NZCEO and its associated responsibilities as secretariat for the Association of Proprietors of Integrated Schools (APIS).

"Catholic schools are vibrant Catholic faith communities where young people encounter Christ and are formed as His disciples."

— NZCEO Vision

01

Review the Position Description

Read this recruitment pack, the full [job description](#), and review the NZCEO Annual Report and Strategic Plan available at www.nzceo.org.nz.

03

Submit Your Application by 1 September, 5.00pm.

Submit your application to Dr Kevin Shore, CEO, k.shore@nzceo.org.nz.
All applications will be treated in the strictest confidence.

02

Prepare Your application

Prepare a cover letter addressing the selection criteria and key competencies, along with a current curriculum vitae.

04

Selection Process

Shortlisted candidates will be contacted for interview. The CEO of NZCEO will make the final appointment decision.