



PREPARING YOUR JOB APPLICATION

1. Read through the *Essential Information About Compassion* in the following pages to familiarise yourself with the big picture of Compassion's ministry. You can also find out more about who we are and what we do at [our website](#).
2. Read through the Position Description listed at the back of this document to familiarise yourself with the particular role you are interested in.
3. Prepare a written application comprised of:
 - a. A brief cover letter outlining why you are interested in the role and how you would fit with Compassion's organisational identity and culture, as well as how your skills and experience suit the role
 - b. A concise resume outlining your qualifications and employment history
 - c. A document outlining how you fulfil the Essential Criteria and, where possible, the Desirable Criteria listed in the Position Description under Job Specific Skills, Knowledge and Qualifications, and Experience. You may present this document in whatever format you choose (e.g. bullet points under subject headings, tables)

ESSENTIAL INFORMATION ABOUT COMPASSION

MISSION

Compassion exists as an advocate for children—to partner with, equip and inspire the Church to release children from poverty in Jesus' name.

VISION

Transformation of lives, communities and nations through releasing children from poverty in Jesus' name.

DISTINCTIVES

Christ-centred: We are dedicated to caring for the poor in response to God's call and giving hope to the hopeless by spreading the Gospel of Jesus Christ in an age-appropriate, culturally relevant and non-coercive way.

Child-focused: Children are the hardest hit by poverty, the least able to change their circumstances and at the heart of Jesus' ministry. We address the holistic needs of the individual child so that they can become responsible and fulfilled Christian adults and change agents in their communities.

Church-based: We partner with local churches to implement our holistic child development model because they are uniquely placed to understand the real needs of their community and foster an environment of stability.

STATEMENT OF FAITH

1. **WE BELIEVE** the Bible is the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. **WE BELIEVE** in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His shed blood for the remission of sins, in His resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** salvation is found only through Jesus Christ and requires individuals to acknowledge their sin, accept His forgiveness and repent.
5. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
7. **WE BELIEVE** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto eternal separation from God.
8. **WE BELIEVE** in the spiritual unity of believers in the Lord Jesus Christ.
9. **WE BELIEVE** Jesus established the Church to carry out ministry on earth.

POSITION DESCRIPTION

Position Information

Job title:
Relationship Manager

Reports to:
Area Manager

Team:
Area Team

One up Manager:
Executive Director: Ministry Relationships

Section:
Ministry Relationships

Location:
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Job Description
☐ New ☒ Updated

Date updated:
July 2016

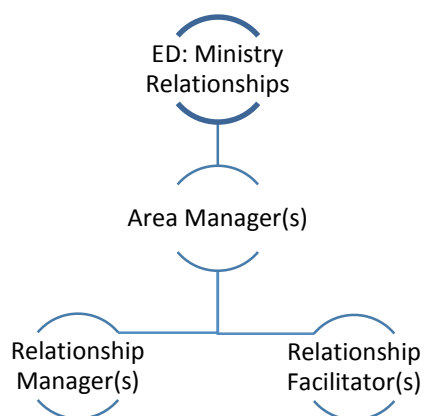
Key Relationships:

- Area Manager
- Area Teams
- Marketing teams
- Community of Practice Coordinators (CoP)
- Local Church Leaders
- Donors
- Advocates

Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Relationship Manager works as part of an Area Team to develop and maintain relationships with local churches, Advocates, Supporters and/or Donors in order to increase Compassion Australia's profile, impact and influence within Area. The role sits within Ministry Relationships which exists to build Kingdom relationships at a local level with those partnering with Compassion to inspire and equip them to advocate for children in poverty

Organisation Context



Ministry Values and Generic Requirements

Ministry Values	Trust God	<ul style="list-style-type: none"> Am I trusting God and maintaining joy in all situations?
	Be Well	<ul style="list-style-type: none"> What am I doing to care for myself physically, emotionally, spiritually and mentally?
	Value Others	<ul style="list-style-type: none"> Do I champion those around me, treating them with dignity and respect?
	Achieve Together	<ul style="list-style-type: none"> Do I actively collaborate with others in order to fulfil our mission?
	Grow Together Through Challenge	<ul style="list-style-type: none"> Am I learning, adapting and pursuing creative solutions?
General Requirements	<ul style="list-style-type: none"> Active Christian faith demonstrated by involvement in local church fellowship Commitment to Compassion's Statement of Faith Strong desire to see children released from poverty in Jesus' name A servant heart with a desire to serve in the ministry of Compassion Personal and professional integrity Prepared to undergo Criminal History checks 	

Key Accountabilities

- Develop new relationships with churches, Advocates, Donors, businesses, community groups, Ambassadors, events representatives and other relevant parties that increase Compassion Australia's profile, influence and impact within Area
- Maintain, coordinate and strengthen existing relationships with churches, Advocates, Donors, businesses, community groups, Ambassadors, events representatives and other relevant parties
- Participate in cross-functional teams for events within Area
- Contribute to the development of new initiatives and strategies in consultation with Area team and Strategy and Tactics team
- Contribute to the development of new campaigns in consultation with CoP Coordinators
- Implement new strategies and campaigns as part of Area team
- Contribute to the evaluation of new strategies and campaigns
- In collaboration with Relationship Facilitators record timely and accurate information regarding the progression of external relationships in the CRM (Customer Relationship Management Software).
- Use the CRM relationship information in monthly activity and operational planning.
- Record, monitor and report expenses and outcomes to Area Manager
- Intermittent international travel with church, Advocate and/or Donor groups to facilitate increased understanding and engagement with Compassion's work
- Actively participate in national communities of practice (Church, Advocate and/or Donor) to share knowledge and ensure a culture of continuous improvement
- Other duties as required consistent with the scope of the role

Delegation Group	5	Field Exposure Group	TBD
Skills	<p>Essential:</p> <ul style="list-style-type: none"> • A demonstrated capacity to build the influence and impact of an organisation by developing and managing relationships with external stakeholders • Exemplary communication skills, including persuasive negotiating and public speaking abilities • Exemplary interpersonal skills, including the ability to network with people of diverse ages and backgrounds • Well-developed administrative skills <p>Desirable:</p> <ul style="list-style-type: none"> • Ability to identify and utilise new technologies to support relationship management 		
Knowledge & Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Knowledge of the Australian local church context • Knowledge of global poverty and development • Knowledge of Customer Relationship Management software (e.g. Salesforce) and processes • Tertiary qualifications in Sales, Marketing, Communication or equivalent experience • Current driver's license • Current Australian passport or willingness to secure one <p>Desirable:</p> <ul style="list-style-type: none"> • Tertiary qualifications in Theology or Christian Ministry 		
Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience in a relationship building role (e.g. pastor, salesperson, customer service) • Experience publically representing an organisation <p>Desirable:</p> <ul style="list-style-type: none"> • Experience working in a local church or not-for-profit organisation • Experience working with volunteers • Experience working within a community of practice aimed at sharing knowledge and ensuring continuous improvement 		

Competency Profile		
Foundational Competencies	Level	Description of Competency
Organisational Knowledge for Decision Making	2	<ul style="list-style-type: none"> Describes Compassion's basic philosophical and theological stance on key ministry topics (e.g. poverty) Explains details of Compassion field operations including Compassion's four core programs Describes features and purposes of Compassion ministry offerings in detail
Health & Safety	1	<ul style="list-style-type: none"> Identify and respond to hazards, near misses, incidents and emergency situations according to established protocols Identify relevant health & safety personnel (e.g. HS Rep, RTW Coordinator) and process for contacting them
Communication	4	<ul style="list-style-type: none"> Implements consultation process across multiple workgroups in order to gather and refine ideas Presents the ministry of Compassion accurately and persuasively to a wide range of groups (Advocates, churches etc.)
Teamwork	3	<ul style="list-style-type: none"> Facilitates effective sharing of knowledge and resources across multiple workgroups Builds and utilises large internal networks in order to develop mutual understanding and complete tasks or projects involving multiple workgroups
External Relationships	4	<ul style="list-style-type: none"> Builds and manages a range of new external relationships to achieve outcomes Oversees the development and acceptance of important, binding agreements with significant external parties Ensures all existing and new relationships comply with ministry guidelines and are legally and financially sound
Technology	2	<ul style="list-style-type: none"> Utilises intermediate functions of generic productivity tools on a regular basis in order to complete work (e.g. mail merge) Utilises a limited number of specialised software packages to complete work (e.g. Salesforce)
Analysis and Problem Solving	2	<ul style="list-style-type: none"> Utilises complex tools or reports (e.g. monthly finance reports) in order to make decisions, solve important problems or improve operations within a workgroup Promotes continuous learning and improvement within workgroup
Organising	3	<ul style="list-style-type: none"> Organises limited financial, human and technological resources in order to successfully deliver projects within a workgroup