



## 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. Complete the job application form including uploading your resume, cover letter and answering the questions detailed on the application form. NB. Uploading an essential criteria document is not necessary for this position.

## **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 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.

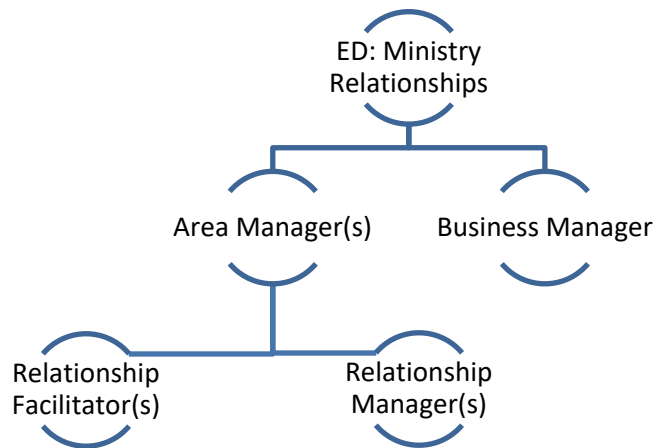
## POSITION DESCRIPTION

Position Information	
<b>Job title:</b> Business Manager	<b>Reports to:</b> Executive Director: Ministry Relationships
<b>Team:</b> ED MR / National	<b>One up Manager:</b> N/A
<b>Section:</b> Ministry Relationships	<b>Location:</b> Newcastle, NSW
<b>Job Description</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Updated	<b>Date updated:</b>
<b>Key Relationships:</b> <ul style="list-style-type: none"> <li>• Executive Director: Ministry Relationships</li> <li>• Management Team</li> <li>• Area Teams</li> <li>• Marketing Team</li> </ul>	

### Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Business Manager provides effective business management leadership and consultation to the Ministry Relationships Team. This role drives Ministry Relationships efficiency by developing a consistent area team methodology and aligning Ministry Relationships operating models/business systems to the ministry strategy.

### Organisation Context



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## Ministry Values and General Requirements

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

## Key Accountabilities

- Develop and systematise a consistent business development and acquisition methodology across all Compassion products.
- Provide ongoing training and development to Ministry Relationships staff in the methodology, business systems and operating model.
- Coordinate knowledge sharing between geographically dispersed area teams to build Ministry Relationships capability and efficiency.
- Provide consultation to the Area Managers and the Executive Director: Ministry Relationships regarding operations, business process optimisation and knowledge management within the context of geographically diverse teams.
- Travel to and spend time in all Area teams
- In partnership with Area Managers and Human Resources, onboard and coach new staff.
- Analyse Area and national performance data and trends from organisational centralised reporting and provide recommendations for enhancement.
- Develop effective relationships with internal stakeholders including Marketing, Human Resources, and Reporting teams, operating as the key interface between Ministry Relationships and these stakeholders.
- Liase with Ministry Relationships Management Team to develop and manage communications that support business development and acquisition strategies and methodology.
- Report to Executive Director: Ministry Relationships, to support the delivery of Ministry Relationships strategic objectives, in collaboration with Area Managers.
- Other duties as required

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<b>Job Specific Skills, Knowledge &amp; Qualifications, Experience</b>	
<b>Skills</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Strong analytical and problem-solving skills</li><li>• Strong presentation, facilitation and leadership skills</li><li>• Demonstrated experience in Project Management</li><li>• Demonstrated experience in Business Development</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Proven management consultation capabilities</li></ul>
<b>Knowledge &amp; Qualifications</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Tertiary qualification in Business, Management or equivalent experience</li><li>• Demonstrated knowledge of financial management, planning and budgeting processes</li><li>• Understanding of legislation and regulations relevant to managing people</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Qualification in Project Management</li></ul>
<b>Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Demonstrated experience in strategy development and implementation</li><li>• A proven track record in managing relationships with internal or external stakeholders.</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Proven experience in a senior management role</li><li>• Experience working in a Christian ministry or not-for-profit organization</li></ul>

Competency Profile		
Foundational Competencies	Level	Description of Competency
<b>Organisational Knowledge for Decision Making</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Explains the details of Compassion's philosophical and theological stance on a range of relevant topics (e.g. poverty)</li> <li>Describes the basics of Compassion's global decision making structures and processes</li> <li>Oversees compliance with existing policy and the development of new policy for one or more workgroups</li> <li>Identifies and monitors the various institutional and legal frameworks of one or more workgroups in order to ensure compliance and best practice</li> </ul>
<b>Health &amp; Safety</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Consults with one or more workgroups about Health &amp; Safety issues, policies and procedures</li> <li>Monitors and ensures compliance with Health &amp; Safety processes for one or more workgroups</li> <li>Monitors and supports workers on a Return to Work plan</li> </ul>
<b>Communication</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Implements consultation process across multiple internal and/or external groups in order to gather and refine ideas</li> <li>Presents the ministry of Compassion accurately and persuasively to a wide range of groups (Advocates, churches etc)</li> </ul>
<b>Teamwork</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Facilitates effective sharing of knowledge and resources across multiple workgroups</li> <li>Builds and utilizes large internal networks in order to develop mutual understanding and complete tasks or projects involving multiple workgroups.</li> </ul>
<b>External Relationships</b>	<b>4</b>	<ul style="list-style-type: none"> <li>Builds and manages a range of new external relationships to achieve outcomes</li> <li>Oversees the development and acceptance of important binding agreements with significant external parties</li> <li>Ensures all existing and new relationships comply with ministry guidelines and are legally and financially sound</li> </ul>
<b>Technology</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Utilises advanced functions of generic productivity tools on a regular basis in order to complete work (e.g. pivot tables, macros)</li> <li>Utilises a range of specialized software packages to complete work (e.g. HRIS)</li> <li>Manages or models technological innovation and change within a workgroup</li> </ul>
<b>Analysis and Problem Solving</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Utilises complex tools or reports (e.g. monthly finance reports) in order to make decisions, solve important problems or improve operations across multiple workgroups</li> <li>Promotes continuous learning and improvement across multiple workgroups</li> </ul>

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<b>Organising</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Organises limited financial, human and technological resources in order to successfully deliver projects within a workgroup</li> </ul>
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<b>Management/Leadership Competencies</b>	<b>Level</b>	<b>Description of Competency</b>
<b>People Management</b>	<b>3</b>	<ul style="list-style-type: none"> <li>Manages recruitment, selection and induction for moderate to high-impact roles</li> <li>Identifies and coordinates the roles, tasks and strengths of multiple workgroups in order to achieve goals</li> <li>Oversees the effective development and deployment of human resources across multiple workgroups to achieve goals</li> <li>Manages complex employee conflict and/or performance issues across multiple workgroups</li> </ul>
<b>Leadership and Influence</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Provides direction and supportive leadership to a single workgroup</li> <li>Manages change for a single workgroup</li> <li>Demonstrates high levels of personal and professional competence to a workgroup</li> </ul>
<b>Financial Management</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Reviews previous financial data to determine past performance, future opportunities, current estimations and allocations for multiple workgroups</li> <li>Prepares and circulates budgets for multiple workgroups in accordance with ministry and statutory requirements, ensuring direct reports are clear about responsibilities</li> <li>Reviews information about financial performance and revises budgets on a regular basis</li> <li>Reports on financial activity across multiple workgroups in accordance with organisational and statutory requirements</li> </ul>
<b>Project and Process Management</b>	<b>2</b>	<ul style="list-style-type: none"> <li>Manages a budget for complex projects</li> <li>Manages a schedule for complex projects</li> <li>Manages risks for complex projects</li> <li>Oversees formal reviews of project progress</li> <li>Reports on project progress to relevant parties</li> <li>Oversees review and improvement of processes in consultation with a workgroup to ensure good stewardship and effective customer outcomes</li> </ul>

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