



PREPARING YOUR JOB APPLICATION

- To prepare your application please complete the following;
 - Review the mission and ministry distinctives outlined on page 2
 - Review the position description outlined on page 3 - 4
 - Develop a 1 – 2 page cover letter outlining;
 - Why you are interested in the role.
 - How you would fit with Compassion's organisational identity and culture and
 - How your skills and experience suit the role.
 - Develop a concise resume outlining your qualifications and employment history.
 - Respond to the screening questions the online application form

CONTACT US

- If you have any questions regarding the role, please email peopleandculture@compassion.com.au

ESSENTIAL INFORMATION ABOUT COMPASSION

MISSION

Compassion exists to release 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 Innovation, Change & Knowledge Manager

Section/Team: Ministry Partnerships

Reports to: Executive Director: Ministry Partnerships

Primary Purpose

Working directly with the Executive Director: Ministry Partnerships the role of the innovation and knowledge manager will ensure the implementation of effective systems and procedures to manage and distribute the knowledge across the department and the wider ministry. This role will also lead cross functional innovation, automation and development of the Ministry Partnerships department.

Key Accountabilities

List the key activities (maximum of 8-10 dot points) the role must perform to achieve the primary purpose.

- Analyse, develop, deliver and measure cross functional innovation initiatives to ensure efficient and streamlined work practices including the sustained adoption of new behaviours and work practices
- Develop the change management strategy in line with existing change management methodologies to guide the implementation of change & innovation initiatives in line with organisational strategy
- Plan and implement effective stakeholder engagement actions to drive understanding amongst key influential stakeholders and business leaders, and to influence positive acceptance of change across the business.
- Leverage existing formal and informal communication channels, to raise awareness, build excitement, and to invite and encourage active participation in preparing for the change.
- Responsible for all deliverables in the change and communication work stream including change implementation approach, stakeholder analysis and management plan, change impact analysis, business readiness assessment, communication plan, schedule and products, training strategy.
- Apply knowledge and information management practices across the department and wider organisation to leverage explicit and tacit knowledge to strategy formation and execution
- Implementation and management of new and existing knowledge management tools
- Work with training specialist to ensure training is consistent with knowledge management approach

Selection Criteria (Job Specific Skills, Knowledge & Qualifications, Experience)

- Minimum of Bachelors degree in Business, Commerce or relevant field, MBA desirable
- Experience in successfully leading the change management work stream of business transformation projects within complex environments and cross functional teams
- Superior skills managing complex and diverse stakeholder expectations and interests.
- Change practitioner accreditation or change methodology certification would be an advantage
- Knowledge of project management principles, software and practice
- Strong communication, influencing and people management skills
- Expertise in one of the following methodologies; lean, six sigma, design thinking, human centred design (desirable)

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Job Family:	Band:	

Communicates with influence: *Communicates with others in a compelling way, that leads to action and outcomes, ensuring alignment with Compassion's ministry values*

Success looks like:

- Regularly communicates with all levels of the ministry to build ministry culture and create clarity and unity of purpose
- Creates and clearly communicates a compelling vision, modifying communication to suit the audience
- Models healthy conversations across teams and departments, providing regular positive and constructive feedback to peers and team members, with humility and grace

Delivers on the strategy: *Responsible for and committed to creating, leading and delivering strategic outcomes in accordance with the ministry strategy*

Success looks like:

- Sets and champions the long-term strategy across the ministry
- Enables a culture of empowerment, trust, resilience and accountability, to deliver on Compassion's Mission, essential servicing and strategy
- Takes personal responsibility for achieving strategic results just like an "owner of the business"
- Inspires innovation to achieve strategic outcomes at pace
- Demonstrates inspirational resilience and professionalism, even at times of pressure
- Ensures effective utilisation of resources at Executive level to minimize 'bottlenecks'
- Makes timely and informed strategic decisions in the best interest of the ministry

Demonstrates business acumen: *Learns and applies business principles and practices to deliver value, innovate processes and achieve results.*

Success looks like:

- Demonstrates a drive for excellence in results, through a structured and considered approach to business and leadership
- Educates and coaches on increasing efficiency and effectiveness for the ministry, enabling its sustainability and success with the mission and strategy
- Oversees and is responsible for budget management, including understanding of profit and loss
- Allocates resources to ensure an efficient and appropriate stewardship of resources to support employee engagement and delivery of quality services to those we serve
- Sponsors, drives and inspires change and innovation throughout the ministry
- Makes decisions in complex, ambiguous and uncertain environments, where not all relevant information may be present

Develops effective relationships: *Intentionally builds healthy and authentic relationships that reflect our values and support ministry outcomes*

Success looks like:

- Drives a culture of connectedness by consistently demonstrating authentic and transparent behaviours
- Encourages and fosters self-awareness and emotional intelligence within the ministry
- Seeks out and maintains strong relationships outside of the organisation which are mutually beneficial and support the vision and strategy of the ministry
- Promotes and fosters an organisation wide approach, reducing silos and divisions across the ministry
- 'Mines' for conflict and addresses systemic issues within the ministry, in order to proactively manage to successful outcomes

Leads high-performing teams: *Coaches and mentors team members, encouraging and challenging them to live out our ministry values and achieve results*

Success looks like:

- Leads and inspires others to lead in a servant-hearted manner that reflects and models our ministry values
- Proactively reviews and monitors the talent pool across the ministry, planning with other leaders how people can be best positioned and retained for the success of the ministry
- Proactively seeks out development opportunities for direct reports and high achievers, to build knowledge and learnings
- Demonstrates practice of regular, quality praise and recognition for all levels of employees, on the achievement of good work (both in own functional area, and in collaboration across the ministry)
- Brings teams together across the ministry to ensure alignment of planning, execution and performance