



LEGAL AND COMPLIANCE OFFICER

Application Pack

PREPARING YOUR JOB APPLICATION

To prepare your application please complete the following

1. Review the 'Essential Information about Compassion'.
2. Review the position description.
3. Develop a 1 - 2 page cover letter. Your cover letter should address the relevance of your background and experience to this specific role. Please note, addressing the selection criteria is not required.
4. Develop a concise resume outlining your qualifications and employment history (max 5 pages).
5. Click 'Apply Now' on the job advertisement, uploading your resume, cover letter and answer the application questions to the minimum word requirement.

Contact Us

Should you require further information after reviewing this document, please contact our People and Culture team at peopleandculture@compassion.com.au.

ESSENTIAL INFORMATION ABOUT COMPASSION

Mission

Compassion exists to release children from poverty in Jesus' name.

What Makes Us Unique?



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 noncoercive 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

Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Legal and Compliance Officer supports the ministry of Compassion Australia by providing in-house legal support, and assisting in developing, implementing, reviewing and monitoring compliance with Compassion's organisational risk management framework.

Key Accountabilities

- Provide in-house legal support for Compassion, including advising on contracts, processes and applicable legal and regulatory rules, including proposed changes to those rules.
- Liaise with external legal advisors, when required, to obtain specialist legal advice on matters relevant to the Ministry and its operations.
- Assist in managing the relationship of Compassion with external stakeholders, such as regulators and accrediting bodies.
- Support the development, implementation and ongoing review of Compassion's risk management framework, working with key internal stakeholders to embed a culture of effective risk management throughout the organisation.
- Assist in reviewing organisational policies and processes and other risk controls.
- Assist in developing and implementing an effective risk management compliance program across the organisation.
- Develop and manage enhanced risk and compliance reporting, particularly to the Risk Committee and Executive team.
- Build and manage networks with relevant external organisations to develop and maintain ministry awareness and access required for the management of risk and compliance
- Provide legal, risk management and compliance advice and support for major projects
- Other relevant duties as required.

Selection Criteria

(Job Specific Skills, Knowledge & Qualifications, Experience)

- Exemplary interpersonal skills, including the ability to build and maintain effective relationships with a wide range of internal and external stakeholders
- Excellent analytical & research skills
- Excellent communication skills, including the ability to explain and discuss complex and sensitive subjects with various stakeholders
- Tertiary qualifications in law.
- In-depth knowledge of risk management principles and processes
- Knowledge of legal and regulatory requirements for not-for-profits, particularly faith-based organisations, in areas of tax, governance and development practice.
- Experience working in a legal and compliance role

POSITION DESCRIPTION

People Management Capabilities – Team Member/Specialist

Please see [link](#) to the capability requirements for this role.





**SEARCH FOR
COMPASSIONAU**

COMPASSION AUSTRALIA

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