



RELATIONSHIP FACILITATOR

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 Relationship Facilitator provides a range of support to an area team in order to maximise the efficiency and effectiveness of the team. 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.

Key Accountabilities

- In collaboration with the Area team develop and implement strategy to increase Compassion Australia's profile, influence and impact within Area through bequests, donors, churches, advocates, social media and events
- Oversee development and maintenance of new administrative systems (e.g. document management system) that support the day-to-day work of the team
- In collaboration with the Area team develop, maintain and grow low and medium touch relationships with current and potential churches, advocates, supporters, donors, events representatives and other relevant parties
- In collaboration with Area team develop and implement lead generation activities to gain presentations and meetings
- Lead and/or participate in the organisation and running of events
- Administer the entry and maintenance of Customer Relationship Management records in collaboration with Relationship Managers and other team members
- Manage Area team day to day logistics support including Child Sponsorship Forms, mail, banking, stationery and marketing collateral for use in churches and at events
- Provide basic updates, training and coaching to staff on administrative topics
- Serve as the Health and Safety representative for the office and liaise with the WHS committee as appropriate
- Other duties as required within the scope of the role

Selection Criteria

(Job Specific Skills, Knowledge & Qualifications, Experience)

- Exemplary administrative skills, including outstanding attention to detail
- Exemplary communication skills, including the ability to communicate via phone and email with people from diverse backgrounds
- Time management skills, including the ability to coordinate multiple calendars
- Ability to evaluate and improve existing administrative systems
- Ability to facilitate training and coaching
- Knowledge of business principles and processes, including records and budget management
- Knowledge of budget principles and processes
- Knowledge of Health and Safety regulations and requirements
- A proven track record providing wide ranging administrative support to a cross-functional team

People Management Capabilities – Team Member/Specialist

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





**SEARCH FOR
COMPASSIONAU**

COMPASSION AUSTRALIA

PO BOX 1, HUNTER REGION MC NSW 2310
Phone: 1300 22 44 53 | Fax: 02 4935 5099
ABN 67 001 692 566

compassion.com.au

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