



## **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](mailto: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.

**Section:** Ministry Partnerships

**Reports to:** Area Manager

### 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.

### 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
- 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 with churches, advocates and/or donors to share knowledge and ensure a culture of continuous improvement
- Other duties as required consistent with the scope of the role

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

- 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
- 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 licence
- Current Australian passport or willingness to secure one
- Experience in a relationship building role (e.g. pastor, salesperson, customer service)
- Experience publicly representing an organisation

**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:

- Positively influences, motivates and negotiates with team members and external partners to achieve outcomes
- Communicates with humility, grace and authenticity
- Pursues healthy and courageous conversations with team members, even in difficult circumstances
- Demonstrates active listening, seeking to understand the perspectives of others
- Communicates concerns or frustrations in a constructive manner
- Engages with communications across the ministry to ensure up-to-date knowledge and alignment

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

Success looks like:

- Is reliable and consistent in delivering on key objectives and responsibilities
- Meets deadlines and targets to deliver work on time, with a high quality
- Takes time to understand the strategies prior to delivering the task
- Demonstrates accountability for achievement of individual results

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

Success looks like:

- Leads and manages projects and events in accordance with ministry methodology
- Understands our ministry context including our products, programs and supporter engagement
- Evaluates the success, value and effectiveness of projects and strategic initiatives
- Demonstrates awareness regarding external trends in discipline or industry, recognising how these may impact processes and functions
- Takes action to improve, innovate and transform processes
- Proactively responds and adapts to change, even when it's challenging
- Demonstrates digital knowledge and dexterity in order to engage with stakeholders

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

Success looks like:

- Pursues and achieves both effective working relationships as well as effective results and outcomes
- Demonstrates self-awareness and emotional intelligence that facilitates effective relationships
- Deepens relationships with internal and external partners through shared understanding and a posture of learning
- Readily receives feedback from both internal and external stakeholders, and actions accordingly
- Demonstrates empathy and care for others
- Puts Christ first in daily decision making

**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:

- Recognises the importance and value of team work and actively participates in team projects
- Holds self and others accountable for performance and behaviours
- Actively seeks out feedback and coaching from others to improve performance and build team culture
- Collaborates with others within and outside of immediate team to achieve results