Working for Compassion is more than just a job. It's an opportunity to help change the lives of millions of children who are living in poverty.

Before you submit your application, there are a few key things you need to know and complete.

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 - 6
    - 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 HR@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.
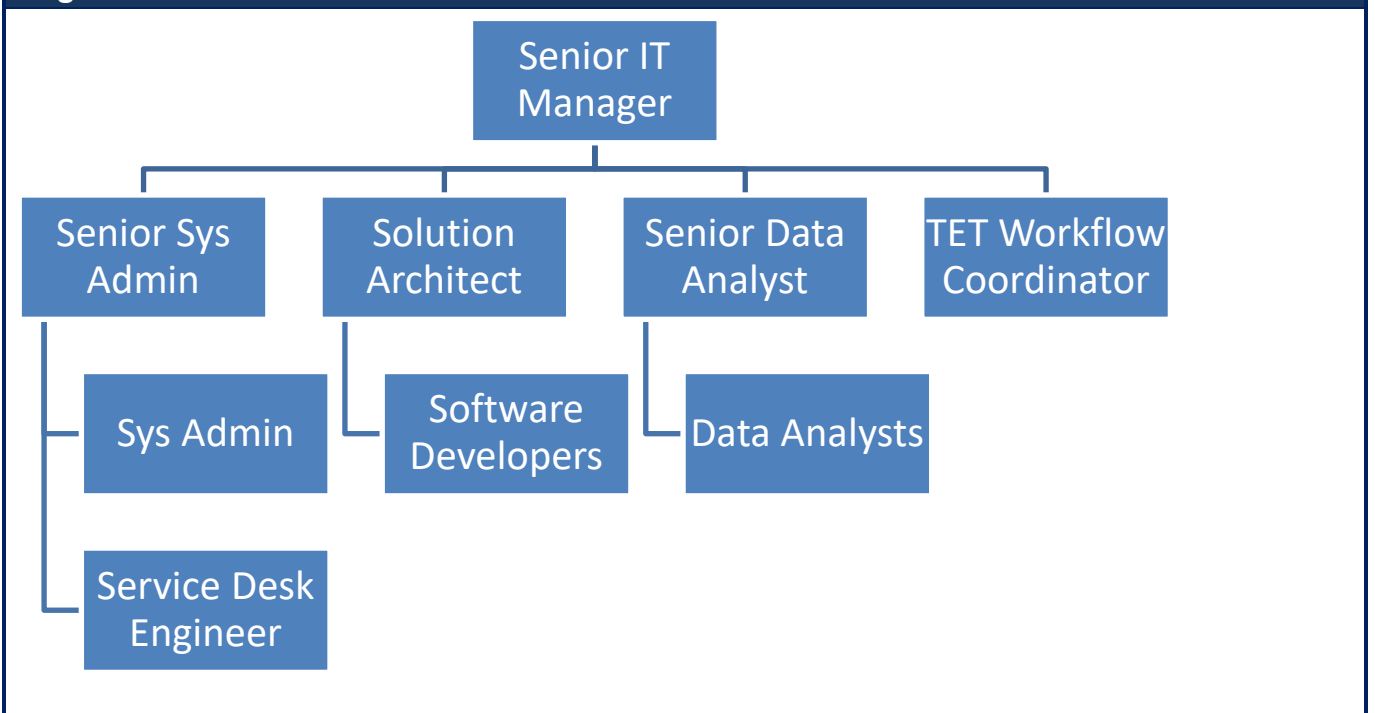
POSITION DESCRIPTION

Position Information

Job title: TET Workflow Co-Ordinator	Reports to: Senior IT Manager
Team: Technology Enablement Team	One up Manager: Senior IT Manager
Section: Technology Enablement Team	Location: Newcastle Office
Job Description ☒ New ☐ Updated'	**Date updated:** **15/08/2019**

Key Relationships:
- Technology Enablement Team
- TET Team Leads
- Project Leads (as designated)
- All Compassion Australia staff
- Vendors and Service Providers

Primary Purpose

In response to God's calling and in the power of the Holy Spirit the TET Workflow Co-Ordinator is responsible for managing the priorities of the TET team in accordance with the desired outcomes of the wider ministry. As such they will schedule the work of TET Dev, TET Ops and TET RAD projects accordingly and drive accountability for process and timeliness of delivery.

Organisation Context

Ministry Values and Generic Requirements

Ministry Values	Trust God	Am I trusting God and maintain joy in all situations?
	Be Well	Do I care for myself physically, emotionally, spiritually and mentally?
	Value Others	Do I champion those around me, treating them with dignity and respect?
	Achieve Together	Do I actively collaborate with others in order to fulfil our mission?
	Grow Through Challenge	Am I learning, adapting and pursuing creative solutions?
General Requirements	- Active Christian faith demonstrated by involvement in local church fellowship - Commitment to Compassion's Statement of Faith - Strong desire to see children released from poverty in Jesus' name - A servant heart with a desire to serve in the ministry of Compassion - Personal and professional integrity - Prepared to undergo Criminal History checks	

Key Accountabilities

- Work with other departments through requests to understand requirements and priorities.
- Engage appropriate areas of TET/contractors/partners to design a solution including requirements gathering, documentation and estimation of delivery.
- Provide guidance and direction to members of TET/contractors/partners regarding priorities across different levels of project and maintenance tasks.
- Uphold project co-ordination standards and practices including scheduling, communication, documentation and meetings.
- Report on progress of work and empower teams to set and meet required timelines and budgets.
- Assist in the purchase approval process by engaging vendors and managing purchasing processes.

Job Specific Skills, Knowledge & Qualifications, Experience

Skills	**Essential:** - Highly Developed understanding of project management concepts - Highly Developed verbal and written communication skills in order to translate technical concepts for non-technical staff - Ability to quickly learn new IT services and concepts - Ability to effectively manage time, problem solve and prioritize under pressure - Ability to influence and indirectly lead teams to meet required outcomes - Competent in Microsoft Office tools and a variety of workflow/process management tools. **Desirable:** Ability and desire to improve efficiency in the organisation through implementation of new IT projects

Knowledge & Qualifications	**Essential:** • Diploma in project/workflow management or equivalent experience **Desirable:** • Tertiary qualification in Agile project management methodology (prince2/Agile certified practitioner/Bachelor of Project Management) • Bachelor of Business Administration
Experience	**Essential:** • Basic experience Co-ordinating and delivering projects in an agile methodology. • Basic experience working with a technology team (IT, Design or otherwise) • Substantial experience managing competing priorities and managing stakeholder expectations • Substantial experience in providing 'outside the box' thinking to provide solutions • Substantial Experience in leading a team of peers to meet process standards and delivery timeframes. **Desirable:** • Basic experience in administering office 365

Delegation Group	

Competency Profile

Foundational Competencies	Level	Description of Competency
Organisational Knowledge for Decision Making	1	• Describes the key ministry beliefs and positions (e.g. values) of Compassion Australia • Describes basics of Compassion operations including Compassion's four core programs • Identifies key features of the Compassion brand and major ministry offerings • Accesses and complies with key Compassion policies and procedures
Health & Safety	1	• Identifies and responds to hazards, near misses, incidents and emergency situations according to established protocols • Identifies relevant Health & Safety personnel (eg. Health & Safety Representative, Return to Work Coordinator) and process for contacting them
Communication	2	• Uses active listening and speaking skills to interact with fellow employees and supporters in an encouraging and sensitive manner • Writes simple documents (e.g. emails, letters) for both employees and supporters in keeping with intended purpose • Implements simple consultation process in order to gather and refine ideas within a workgroup
Teamwork	3	• Facilitates effective sharing of knowledge and resources across multiple workgroups • Builds and utilises large internal networks in order to develop mutual understanding and complete tasks or projects involving multiple workgroups
External Relationships	3	• Utilises and manages a wide range of existing external relationships to complete complex tasks • Builds a small number of new external relationships to complete complex tasks • Ensures all existing and new relationships comply with ministry guidelines and are legally and financially sound
Technology	4	• Consults with others to understand and plan for the future technology needs of multiple workgroups • Manages or models technological innovation and change within a workgroup

Analysis and Problem Solving	3	• Utilises complex tools or reports (e.g. monthly finance reports) in order to make decisions, solve important problems or improve operations across multiple workgroups • Promotes continuous learning and improvement across multiple workgroup
Organising	1	• Manages personal calendar to ensure effective use of time • Organises information to ensure personal productivity and in keeping with ministry guidelines • Organises and coordinates a small number of resources in order to complete simple tasks within a workgroup
External Relationships	3	• Utilises and manages a wide range of existing external relationships to complete complex tasks • Builds a small number of new external relationships to complete complex tasks • Ensures all existing and new relationships comply with ministry guidelines and are legally and financially sound