



## **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 [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.

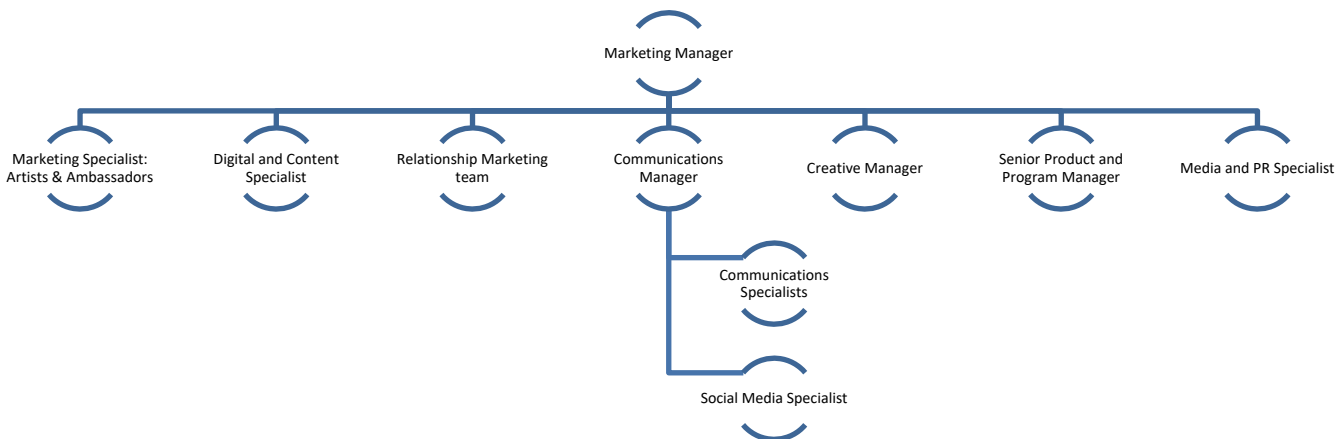
## Position Information

<b>Job title:</b> Communications Manager	<b>Reports to:</b> Marketing Manager
<b>Team:</b> Marketing	<b>One up Manager:</b> Executive Director: Supporter Engagement
<b>Section:</b> Supporter Engagement	<b>Location:</b> Newcastle Office
<b>Job Description</b> <input type="checkbox"/> New <input checked="" type="checkbox"/> Updated	<b>Date updated:</b> May 2018
<b>Key Relationships:</b>	
<ul style="list-style-type: none"> <li>• Marketing team</li> <li>• Communications and Social Specialists</li> <li>• Ministry Relationships team</li> </ul>	

## Primary Purpose

In response to God's calling and in the power of the Holy Spirit, the Communications Manager works under the direction of the Marketing Manager to coordinate a team of specialists in order to maintain the consistency and integrity of Compassion Australia's message platforms for all external ministry communications.

## Organisation Context



## Ministry Values and General Requirements

<b>Ministry Values</b>	Trust God	• Am I trusting God and maintaining joy in all situations?
	Be Well	• What am I doing to care for myself physically, emotionally, spiritually and mentally?

	Value Others	<ul style="list-style-type: none"> <li>Do I champion those around me, treating them with dignity and respect?</li> </ul>
	Achieve Together	<ul style="list-style-type: none"> <li>Do I actively collaborate with others in order to fulfil our mission?</li> </ul>
	Grow Through Challenge	<ul style="list-style-type: none"> <li>Am I learning, adapting and pursuing creative solutions?</li> </ul>
<b>General Requirements</b>		<ul style="list-style-type: none"> <li>Active Christian faith demonstrated by involvement in local church fellowship</li> <li>Commitment to Compassion's Statement of Faith</li> <li>Strong desire to see children released from poverty in Jesus' name</li> <li>A servant heart with a desire to serve in the ministry of Compassion</li> <li>Personal and professional integrity</li> <li>Prepared to undergo Criminal History checks</li> </ul>

## Key Accountabilities

- Lead and develop a team of specialists through regular team meetings, 1-1 meetings and coaching in order to deliver high quality external communication
- Develop, maintain and promote relevant policies, processes and guidelines in order to promote and protect Compassion's interests (e.g. IP, branding, messaging, Public Relations, advertising)
- Research, source, write and edit collateral for Compassion's church partners, major donors, advocates and other groups as required
- Research, write and publish content for the Compassion Australia website and other digital platforms
- Ensure that the integrity of the message is retained across all channels by proofing and undertaking quality control for accuracy and consistency of message
- Assist in developing and managing mutually beneficial media relationships
- Assist other teams and sections in maximising the PR value of events and activities
- Work closely with the Creative Team to ensure collateral and communications across all channels adhere to current branding and style guidelines
- Undertake regular professional development in order to maintain and improve skills and knowledge, particularly understanding of Compassion's core programs in order to maintain message integrity across all ministry communication channels
- Consults and partners with the frontline ministry relationships team to build shared understanding and achieve organisational outcomes.
- Managing budget for the functional team
- Other relevant duties as required

## Job Specific Skills, Knowledge & Qualifications, Experience

<p><b>Skills</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Exemplary written communication skills</li> <li>• Exceptional research, analytical and proofreading skills</li> <li>• Creative thinking and problem-solving ability</li> <li>• Ability to work productively to deadlines within a team environment</li> <li>• Ability to engage effectively with a variety of stakeholders</li> <li>• Ability to lead a team of professionals</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Highly developed PR skills</li> </ul>
<p><b>Knowledge &amp; Qualifications</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Qualifications in communications, PR or similar discipline</li> <li>• Understanding of marketing and fundraising principles</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Knowledge of global poverty issues and international development</li> <li>• Understanding of the Australian church environment</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Substantial experience in communications, PR or relevant field</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience working for a Christian ministry or not-for-profit organisation</li> <li>• Experience in developing and delivering fundraising campaigns</li> <li>• Experience in creating and distributing advertising content</li> </ul>

Competency Profile		
Foundational Competencies	Level	Description of Competency
<b>Organisational Knowledge for Decision Making</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Describes Compassion's basic philosophical and theological stance on key ministry topics (eg. poverty)</li> <li>• Explains details of Compassion field operations including Compassion's four core programs</li> <li>• Describes features and purposes of Compassion ministry offerings in detail</li> </ul>
<b>Health &amp; Safety</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Identifies and responds to hazards, near misses, incidents and emergency situations according to established protocols</li> <li>• Identifies relevant Health &amp; Safety personnel (eg. Health &amp; Safety Representative, Return to Work Coordinator) and process for contacting them</li> </ul>
<b>Communication</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• Implements consultation process across multiple internal and/or external groups in order to gather and refine ideas</li> <li>• Presents the ministry of Compassion accurately and persuasively to a wide range of groups (advocates, churches etc)</li> </ul>
<b>Teamwork</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Facilitates effective sharing of knowledge and resources across multiple workgroups</li> <li>• Builds and utilises large internal networks in order to develop mutual understanding and complete tasks or projects involving multiple workgroups</li> </ul>
<b>External Relationships</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Interacts frequently with supporters and/or other external parties (e.g businesses) in keeping with ministry guidelines in order to achieve simple tasks</li> </ul>
<b>Technology</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Utilises intermediate functions of generic productivity tools on a regular basis in order to complete work (eg mail merge)</li> <li>• Utilises a limited number of specialised software packages to complete work (eg. CRM systems)</li> </ul>
<b>Analysis and Problem Solving</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Utilises complex tools or reports (e.g. monthly finance reports) in order to make decisions, solve important problems or improve operations within a workgroup</li> <li>• Promotes continuous learning and improvement within a workgroup</li> </ul>
<b>Organising</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Manages multiple calendars to ensure effective use of time within a workgroup</li> <li>• Manages the organisation of information within a workgroup in keeping with ministry guidelines</li> <li>• Organises limited financial, human and technological resources in order to regularly complete complex tasks within a workgroup</li> </ul>