

Anglican Church

Antiochian Orthodox Church

Armenian Apostolic Church

Assyrian Church of the East

Chinese Methodist Church

Churches of Christ

Congregational Federation

Coptic Orthodox Church

Greek Orthodox Church

Lutheran Church

Mar Thoma Church

Religious Society of Friends
(Quakers)

Roman Catholic Church

Romanian Orthodox Church

St Thomas Indian Orthodox
Church

Salvation Army

Serbian Orthodox Church

Syrian Orthodox Church

Uniting Church

Act for Peace Development Officer

Based: Adelaide

Thank you for your interest in this position.

To apply, please email to jobs@ncca.org.au:

- a 1-2 page covering letter individually addressing the Selection Criteria
- your resume

Applications close: Wednesday, 15 September 2010

Please call our Marketing & Communication Director, Jordan McCarthy, on 0421 273 433, if you have any queries.



Act for Peace

M: Locked Bag 199,
Sydney NSW 1230

T: 1800 025 101

F: +612 9262 4514

E: actforpeace@ncca.org.au

www.actforpeace.org.au

Act for Peace Development Officer

- **International humanitarian and development agency**
- **Permanent, part-time: 3 days per week**
- **Location: Adelaide CBD**

Act for Peace is the international aid agency of the National Council of Churches in Australia. We act for peace by empowering war-torn communities to reduce poverty, protect refugees and prevent further conflict.

Through the help of programs such as the Christmas Bowl and Act for Peace Representatives, our project partners are currently assisting more than one million people in many of the world's most war-torn areas, such as in Sudan, Somalia, the Middle East, Burma, Gaza and Sri Lanka. We are also a member of the global Action by Churches Together (ACT) Alliance which works in more than 125 countries worldwide enabling us to respond immediately to emergency situations as they occur.

Position Description

Purpose of position: *to promote, in collaboration with the Member Churches of the SA & the WA Council of Churches, the five Act for Peace initiatives (pg. 3), especially fundraising for Act for Peace projects through the Christmas Bowl, Act for Peace Partners and emergency appeals, recruiting and supporting Act for Peace Representatives and recruiting and re-engaging lapsed or semi-active supporters in SA and WA.*

The position is permanent, part-time (3 days for week) with the need for flexibility in order to attend services and meetings outside of ordinary work hours such as in the evenings and during weekends. The salary package is up to \$60,000 pro rata (including superannuation and Public Benevolent Institution benefits) depending on your experience.

The position is based in Adelaide, though the majority of time spent will be liaising directly with churches and church groups. Occasional travel to other parts of SA and WA will also be required.

Reports to: the Act for Peace Marketing and Communication (MAC) Director

Key Responsibilities:

- fundraise for and promote Act for Peace's largest initiative, the Christmas Bowl
- recruit, assist and resource Act for Peace Representatives
- effectively and regularly telephone supporters and lapsed supporters to engage, recruit and encourage growth
- recruit new donors and Act for Peace Partners (regular monthly donors)
- gather feedback and ideas from clergy, Representatives and church-goers on how to improve communication and further develop the Act for Peace communication strategy
- develop and nurture relationships with all stakeholders and potential donors
- work with MAC staff (based in Sydney) in the development of resources, organising talks in churches, inter church councils, Representative events and other tasks as required
- consult with the South Australian Council of Churches and Council of Churches of Western Australian, especially concerning local church relationships and ecumenical life and activity in their regions
- communicate with churches, inter church councils and schools in SA and WA to effectively inspire people to act for peace through gifts and prayer - by regular public speaking engagements and distributing resources to churches, clergy, church agencies and Representatives

Success will be indicated by: growth in the number of active Act for Peace supporters with whom you are working, as indicated by growth in the number of:

- enthusiastic Act for Peace Representatives
- contributors to the Christmas Bowl and Act for Peace emergency response
- committed Act for Peace Partners
- confirmed bequests

Selection Criteria

To apply, please email to jobs@ncca.org.au a 1-2 page covering letter individually addressing the Selection Criteria below and your resume.

The successful applicant will:

- have a general understanding of the churches and the work of ecumenism
- be highly motivated to fundraise and to assist others to fundraise for our projects
- have 3+ years experience in direct fundraising or sales
- have demonstrable interpersonal, networking, communication and presentation skills to be able to develop strong and inspiring relationships with a broad range of people
- have excellent computer skills with experience using and maintaining customer database systems, Microsoft PowerPoint, Excel and Word and in using the internet
- demonstrate a proven ability to work alone and also as part of a national team
- have a current driver's licence with regular access to a motor vehicle

Act for Peace Initiatives

The five initiatives designed to achieve our five year goals in assisting Australians to act for peace are:

Act for Peace initiative	Description
1. Act for Peace Representatives	A volunteer who assists the minister with updating the congregation about how they can act for peace and what they are achieving.
2. Christmas Bowl	An appeal to give, pray and otherwise act for peace during Advent – Christmas, when we prepare for the coming of the Prince of Peace. Promotional tools to include a kit, corflute, video and the new website.
3. Act for Peace Partners	Partners regularly give and pray re a different focus conflict each month and receive monthly reports (<i>Peace Mail</i>).
4. Emergency response	When a big emergency breaks we email a response appeal to interested supporters, giving an opportunity to give, pray and otherwise act for peace re that emergency.
5. Act for Peace campaign	Current campaign priorities are: Gaza, funding cluster-munitions, refugees and global poverty (eg Every Minute Counts and the Robin Hood Tax). 2011 campaign priorities are currently being developed.