

# Australian Churches of Christ Global Mission Partners



Position Description:

*Partnering across nations*

<b>Position Title:</b>	Partner Education & Policy Officer		
<b>Team:</b>	Partnerships Team		
<b>Reports To:</b>	International Partnerships Manager (COCOA)		
<b>Present Incumbent:</b>		<b>Date Reviewed:</b>	
<b>Nature of Appointment:</b>	0.6 FTE (3 days/week)		

<b>Objectives of the Position</b>
<ol style="list-style-type: none"><li>1. To support the capacity building of GMP's Partners</li><li>2. To support appropriate compliance with GMP's International Development Obligations.</li><li>3. To ensure effective review, audit and socialisation of GMP policies.</li></ol>

<b>Key Outcomes</b>	
<b>Priority Task</b>	<b>Outcomes</b>
Support the capacity building of GMP's Partners	<ul style="list-style-type: none"> <li>• Regular and effective communication with partners, including a monthly eNewsletter on a development topic</li> <li>• Effective and creative administration, logistics and content creation for partner training events and projects.</li> <li>• Appropriate assistance to partners with policy development.</li> <li>• Suitable plan to build the capacity of ICP partners developed in cooperation with the ICP Director.</li> </ul>
Support appropriate compliance with GMP's International Development Obligations.	<ul style="list-style-type: none"> <li>• Timely awareness of the program team regarding the progress of projects and the compliance of partners and of GMP.</li> <li>• Provision of relevant advice to the program team regarding assigned cross-cutting issues, for example, Child Protection, PSEAH, and Disability Inclusion.</li> <li>• Relevant support to partners in understanding and implementing safeguarding issues.</li> <li>• Timely administration of website updates and content management for programs.</li> <li>• Positive feedback from ACFID regarding with ACFID Code of Conduct.</li> <li>• Timely administrative support of the COCOA project cycle.</li> </ul>
Ensure effective review, audit and socialisation of GMP policies.	<ul style="list-style-type: none"> <li>• Timely review, audit and socialisation of the master set of GMP policy documents, and coordinate.</li> </ul>
Contribute to Quality Improvement.	<ul style="list-style-type: none"> <li>• Quality reflected in the carrying out of all responsibilities.</li> <li>• Commitment to continuous improvement.</li> <li>• Work in accordance with GMP policies and procedures.</li> <li>• Contribute to and implement improvements to work processes in a manner that is consistent with organisational policy and procedures.</li> </ul>
Operate as part of a Team	<ul style="list-style-type: none"> <li>• Promote and contribute to a collaborative and positive team environment, including active participation in team meetings.</li> <li>• Work cooperatively with program and other GMP staff.</li> <li>• Work cooperatively with staff of other agencies including the Church Agency Network, ACFID and DFAT.</li> </ul>

<b>Requirements</b>	
	1. Education/Training or International Development experience or qualifications.
	2. Considerable cross-cultural communication skills.
	3. Policy development and compliance management experience.
	4. Strong Team player.
	5. Compliance with the Global Mission Partners code of conduct.
	6. Commitment to work according to the Christian mission, vision and values of GMP.
	7. At the time of application, the successful applicant will already have the legal right to live and work in Australia.

**Finance and Administration Assistant  
Position Description**

---

	8. Knowledge of ACFID Code of Conduct/DFAT development policy (preferable).
--	---

<b>Delegation and Authority</b>	
	1. Reports to the International Partnership Manager (COCOA)
	2. Next up Manager is the Director of Partnerships
	3.

<b>Professional Development</b>	
	1. GMP is committed to the development of its staff; and all requests are to be submitted to the CFO for approval.

<b>Remuneration and Review Conditions</b>	
	1. According to the policies of GMP and the relevant Fair Work Australia requirements.

*I acknowledge that I have read and understood this Role Description and agree to carry out my duties to meet these outcomes to the best of my ability. I also understand that at times I may be required to undertake other duties relevant to the position that are not listed in this statement.*

Employee Name:			
Signature:		Date:	

Executive Officer:			
Signature:		Date:	