

ADRA Australia

Project Facilitator

Commitment: Full-time – One year maximum term contract

Location: Wahroonga, Sydney



About the role

We are seeking a passionate, organised, and confident person with proven interpersonal skills to join our team as the Project Facilitator for our National Programs Department. The successful individual will have experience in planning, researching, presenting, relating well to people of various ages and backgrounds. Reporting to the National Programs Director, this role consists of two main areas of developing a National ADRA Representative program and supporting church mobilisation in NSW.

As the Project Facilitator you will work with a number of stakeholders including Adventist Churches, programs personnel, volunteers, beneficiaries etc.

You will be responsible for living out our values of Connected, Courageous and Compassionate in all interactions with the others. You will work efficiently, accurately, professionally and in a timely manner to provide a best-in-class support to the National Programs Director and the National Programs team.

You must have the legal right to live and work in Australia at time of application.

The Job Description for the role and the Employment Application Form are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network which reaches into more than 118 countries, we are motivated by our faith, to enable people and communities in Australia, New Zealand, the South Pacific, Asia and Africa to improve their health and livelihoods and assist people to prepare for and recover from disasters around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID) and the Australian Council for Social Services (ACOSS).

Our Values - We conduct our work by being:

Connected - working collaboratively for the best outcome for those living in poverty or distress.

Courageous - persevering through challenging situations.

Compassionate – empathising with the communities we work with and with each other.

About the National Programs Teams

The Project Facilitator is appointed by ADRA Australia ADCOM and reports to the National Programs Director.

The National Programs team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- International Programs
- People and Culture
- Supporter Engagement

Selection Criteria

Essential

1. Commitment to the purpose of ADRA, and to the achievement of our overall strategy and priorities with demonstration of our ADRA values and desired team culture lived out in all aspects of work practice.
2. Willingness to work within a Christian ethos with conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church when in the workplace or otherwise representing ADRA Australia.
3. A related diploma/degree with at least two years' experience in project management and/or related experience in the Not-for-Profit Sector.
4. Demonstrated ability to relate well to people of various backgrounds and ages and communicate effectively.
5. Confidence in data management in various software programs with accuracy and confidentiality.
6. Demonstrated ability to work well in a team, facilitate administrative processes and relate well to both professional staff and volunteers of various backgrounds and ages.
7. Demonstrated capacity to support research activities and plan effectively.
8. Proven and demonstrated organisational and time management skills.

Desirable

1. Demonstrated ability to research and make recommendations for programmatic improvement.
2. Proven ability to contribute to the continuous improvement of processes and procedures that are fit-for-purpose, and compliance with overarching protocols.
3. Strong organisational and project management skills.

Key Competencies

- **Working with People**
Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight.
- **Persuading and Influencing**
Makes a strong personal impression on others; Gains clear agreement and commitment from others by persuading, convincing and negotiating; Promotes ideas on behalf of self or others; Makes effective use of political processes to influence and persuade others.
- **Presenting and Communicating Information**
Speaks clearly and fluently; Expresses opinions, information, and key points of an argument clearly; Makes presentations and undertakes public speaking with skill and confidence; Responds quickly to the needs of an audience and to their reactions and feedback; Projects credibility.
- **Planning and Organising**
Sets clearly defined objectives; Plans activities and projects well in advance and takes account of possible changing circumstances; Manages time effectively; Identifies and organises resources catalogues and disseminates knowledge of use to the organisation.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child safeguarding seriously and screens applicants for suitability. The successful applicant will be required to obtain a

police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.

- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Job Application Form.
- The names of all applicants who are interviewed will be screened against a database/s of persons representing a heightened risk including the Adsafe* database.
- The successful applicant will be based at ADRA Australia head office in Wahroonga (NSW).

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and the Employment Application form, along with the names of three work related referees to: HR@adra.org.au

If you have questions or need further information, please contact:
Gianina Coutts – Human Resources Coordinator ADRA Australia,
Phone +61 2 9473 9525 or email: HR@adra.org.au

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment application forms following.



**Connected
Courageous
Compassionate**

Position Title:	Project Facilitator
Department:	National Programs
Reports To:	Director of National Programs
Team Supervision:	N/A

Full / Part Time:	Full Time - One Year Maximum Term
Revised Date:	August, 2023

Purpose of Position: A basic statement that describes the intent of the position.

The role of the ADRA Project Facilitator requires strong organisational and people skills to increase church engagement and mobilisation, and to develop an ADRA Representative network program across Australia.

Behavioural Expectations: Our Code of Conduct - How we do things in our organisation that underpins our values.

ADRA Australia Code of Conduct and related policies.

Key Competencies: The competencies, qualifications, skills and experience the person needs to do the role successfully.

This role requires proven planning and organisational skills and strong initiative. Demonstrated ability to present and relate well to people of various backgrounds and ages, as well as be confident in data management using various software programs.

ADRA Competency Framework: 2.1 Working with People, 3.2 Persuading and Influencing, 3.3 Presenting and Communicating Information and 6.1 Planning & Organising

Key Responsibilities: The things that the person needs to be responsible for to successfully fulfil the obligations of this position.

Area of Responsibility Groupings or areas of responsibility	Actions / Tasks / Objectives What has to get done in this area	Measures of Success / KPI's How job performance will be measured
ADRA REPRESENTATIVE PROGRAM	<ul style="list-style-type: none"> Research past and current ADRA Rep programs and external similar programs and analyse effectiveness to make recommendations to National Retail Manager. Design ADRA Rep program in consultation with relevant stakeholders, including resources. Facilitate the roll out of an ADRA Rep Program as directed by National Program Director Regularly review program with suggestions for improvement 	<ul style="list-style-type: none"> ADRA Rep Program is effectively researched in first 4 months Program designed within 6 months Relevant resources are produced in a timely manner. Program rolled out is coordinated effectively Adequately resource the CAD's/RM's and communicate effectively
CHURCH MOBILISATION AND RESOURCING (NNSW)	<ul style="list-style-type: none"> In consultation with NSW Regional Manager, create strategy for mobilization of Adventist Churches in NNSW. Support the mobilisation of Adventist Churches in NNSW in consultation with NSW Regional Manager. Create a mobilisation tool-kit for churches to utilize. Assist in the development and submission of potential NNSW Adventist church project proposals to ADRA Op Shops to help initiate local ADRA activities Conduct Church visitations and present stories of success and resources available 	<ul style="list-style-type: none"> Mobilisation strategy produced within 2 months of starting. Visit and present at minimum 3 churches every 2 months. Regularly pass on ADRA funding opportunity information to church groups. Weekly 1-on-1 with NSW Regional Manager (online or in person) Tool-kit produced within 4 months of start date

OTHER DUTIES AS ASSIGNED BY Supervisor	<ul style="list-style-type: none"> Other duties as assigned by National Program Director as needed/applicable. 	<ul style="list-style-type: none"> Other duties performed within given timeframe and to satisfactory level
-----------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

Employee Signature:
Print Employee Name:

Supervisor(s) Signature(s):
Print Supervisor Name:

Date: / /



Employment Application Form

Title		First Name		Last Name	
Current Address: (Street, Town, State, Post Code, Country)					
Phone No.	Home		Mobile		Work
Email				Gender	
Position applying for:					
GENERAL					Type in "Yes" or "No" or an appropriate comment
1. Are you ALREADY legally entitled to live and work in Australia?					
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.					
2. What prompted you to apply for this role? Why would you like to work for ADRA?					
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:					
SAFEGUARDING					
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through Adsafe*?					
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:					
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:					
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH					
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:					
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.					
Name		Place of Work			
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).					

Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions.

10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).
2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.
3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.
4. The Terms and Conditions of my employment shall be in accordance with:
 - (a) Any applicable State or Federal Laws.
 - (b) The appropriate Industrial Award and/or church policy.

Signature	Date

**Adsafe has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*