



MISSION STATEMENT

To challenge, partner and equip the Church
to release children from spiritual,
economic, social, physical and emotional
poverty in Jesus' name.

STATEMENT OF FAITH

1. **WE BELIEVE** the Bible to be the inspired, the only infallible, authoritative Word of God.
2. **WE BELIEVE** that 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 His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
4. **WE BELIEVE** that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. **WE BELIEVE** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. **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 the resurrection of damnation.
7. **WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ**

STATEMENT OF PHILOSOPHY

- **WE BELIEVE** every child is a unique creation of God. We accept the command of Jesus when He said, “Suffer the little children to come unto me and forbid them not; for of such is the Kingdom of God.” (Mark 10:14)
- **WE BELIEVE** every child is a child of promise and that each has a right to discover and develop his God-given potential. Millions of children living in developing countries, however, are too hungry and malnourished, too diseased and poverty-stricken to develop as God intended. Since we also believe children are the world’s most valuable resource, we purpose to help them reach their God-given potential.
- **WE BELIEVE** that the well-being of a child, present and future, is conditioned by his surroundings. If, therefore, we can improve his surroundings, we can improve the well-being of the child. For example, the well-being of a child is affected by conditions in his family; the well-being of a family is affected by conditions in the church and community; the well-being of a community is affected by characteristics of the larger society or country and its government. **COMPASSION AUSTRALIA** believes that as we minister to the families, churches and communities, we will enhance the development of children into productive, Christian adults.
- **WE BELIEVE** in ministering to the whole person. People are neither “soul-less stomachs” nor “stomach-less souls”. We recognise that “man cannot live by bread alone”. As Jesus taught, “Life is more than food and the body more than clothing.” We understand, therefore, that “fullness of life” and fulfilment in life can be found only through a personal faith and trust in Jesus Christ. We also believe that if we are to follow the teaching and example of the Lord Jesus Christ, we must share His compassion and concern to “feed the hungry, clothe the naked, house the homeless and heal the sick.” We are, therefore, committed to ministering to people’s physical, material, mental and emotional requirements, as well as their spiritual needs.

STATEMENT OF INTENT

Neither “Soul-less Stomachs” nor “Stomach-less Souls”

1. The participating Child Development organisations within the “Compassion Family” recognise that “Man cannot live by bread alone”. As Jesus taught, “Life is more than food and the body more than clothing”. We understand, therefore, that “fullness of life” and “fulfilment of life” can only be found through a personal faith and trust in Jesus Christ.
2. We also believe that if we are to follow the teaching and example of our Lord Jesus Christ, we must share His compassion and concern to “feed the hungry, clothe the naked, house the homeless and heal the sick”. We are, therefore, committed to ministering to people’s physical, material, mental and emotional requirements as well as their spiritual needs.
3. As members of our respective National Evangelical Alliances and Fellowships, we readily endorse the Statement of Faith of the World Evangelical Fellowship to which each National organisation is related.
4. In order to ensure that our philosophy is applied in relevant terms to each of our constituent departments, only programs and personnel that share these convictions are eligible for our support. The supervision of projects supported by our organisations will, therefore, always be in the hands of those who want to introduce the people they serve to the forgiveness of sins and fullness of life which comes only through faith in the Lord Jesus Christ.

THE COMPASSION AUSTRALIA COMMITMENT

Compassion has been involved in helping children in poverty for over 20 years. From this experience and our dedication to conduct this ministry in a manner that glorifies God, we make the following commitments to our child sponsors:

WE COMMIT TO HONOUR JESUS CHRIST IN ALL THAT WE DO.

Compassion is unapologetically a distinctly Christian organisation. Our programs are Christian, our staff are Christian and our ethics are Christian.

WE COMMIT TO WORK IN PARTNERSHIP WITH THE LOCAL CHURCH.

Compassion's ministry strengthens the local church through a partnership that reaches out to children and their families in their local communities. The church is the God-given institution meant to be salt and light in a hurting world. Enabling the church to minister holistically to children and their families is at the heart of Compassion's strategy.

WE COMMIT THAT OUR SPONSORSHIP PROGRAMS DIRECTLY IMPACT CHILDREN'S INDIVIDUAL DEVELOPMENT.

Poverty is about a lack of opportunity. Our child development programs provide developmental opportunities for the individual children enrolled in the program. We have seen that changed circumstances do not necessarily change people's lives, but changed people inevitably change their circumstances.

WE COMMIT TO THE HOLISTIC DEVELOPMENT OF CHILDREN IN POVERTY – DEVELOPING THEIR MINDS, BODIES AND SPIRITS.

All of our child development programs provide opportunities that encourage healthy development in four areas – spiritual, physical, social and economic. Jesus cared for people in all aspects of their being and He is our model.

WE COMMIT TO GIVE EVERY CHILD IN OUR PROGRAM A CHANCE TO RESPOND TO THE GOSPEL.

Poverty sends a defeating, painful message into the heart of a child – a message that says, "I don't matter." Introducing children to their loving Heavenly Father is the most powerful way of reversing this message. Every child who participates in a Compassion program is given the opportunity to learn about Jesus and discover how to develop a life-long relationship with God.

WE COMMIT THAT THE CHILD YOU SPONSOR WILL HAVE ONLY ONE INDIVIDUAL SPONSOR – YOU.

Each Compassion sponsored child has only one sponsor. We encourage sponsors to develop a meaningful relationship of encouragement with the child they sponsor. In this effort, they join with parents, extended family, the local church and Compassion staff in being champions for that child.

WE COMMIT TO EDUCATE AND CHALLENGE OUR SPONSORS ABOUT ISSUES OF POVERTY AND DEVELOPMENT.

We will help our sponsors understand the deeper issues of poverty and the issues that sponsored children face in their own contexts. We will challenge sponsors to greater involvement on behalf of children.

WE COMMIT TO BEING FINANCIALLY ACCOUNTABLE TO YOU.

We take our role as stewards of your resources very seriously. We regularly perform audits to ensure that our programs are being well managed and that funds are being properly disbursed and applied. We are audited annually by an independent auditing firm (KPMG).

WE COMMIT TO USE MONEY ONLY FOR THE PURPOSE FOR WHICH IT WAS RAISED.

The marketing of child sponsorship programs implies that the funds will be used for the development of those children. We do not use funds raised for individual child development to do broader community development work.

WE COMMIT TO THE HIGHEST STANDARDS FOR THE USE OF FUNDS.

Our standard is to apply a minimum of 76% of contributions to program activities. We will keep our administrative and fund-raising costs as low as possible, balancing this with the need for quality and integrity throughout the ministry.

MINISTRY PRINCIPLES

These principles will guide our practice in fulfilling Compassion's mission of holistic, Christian child development.

Christ-Centred Culture

We are committed to a corporate culture, which depends on Christ for vision, wisdom and direction.

Global Perspective

We believe that God is working around the world and has gifted believers everywhere to serve in child development. We will, therefore, be a global organisation in our governance, funding, programs and staffing, behaving with sensitivity, in cross-cultural issues.

Church Partnership

The church is the vehicle God has ordained to carry out His ministry on earth. Compassion is committed to work in partnership with the local Body of Christ in developing resources, equipping for ministry and mobilising for effective service.

Challenging the Worldwide Church

We acknowledge that there are many children whose needs are beyond the resources of Compassion. As child advocates, therefore, we will encourage, educate and challenge others to increase and improve their ministry to children.

Support Partners

We seek to motivate support partners to become increasingly active on behalf of children. Recognising that their value extends far beyond their financial contributions, we will encourage support partners to prayerfully engage in an active developmental role with children. We will treat all support partners with integrity and respect.

Integrity

Compassion sets high standards of integrity and excellence, in all we do, seeking to continually improve quality and service. We seek to be open and transparent in all our activities.

Dignity of the Poor

Compassion believes in the dignity of all people, regardless of their socio-economic status. We express respect by learning from all, realising that the poor have significant value, knowledge and wisdom relevant to our ministry.

Staff Development

Compassion places great value on its staff members worldwide as they diligently commit their gifts and lives to the ministry. We will work with them to develop their gifts and abilities, which will contribute to the effectiveness of the ministry now and in the future. We are committed to being a proactive, learning organisation.

Economic Health

We are committed to consistent, controlled growth, resulting in greater long term impact on more children and a healthy corporate economic environment. We will operate within the resources God provides.

Role of the Family

Compassion recognises and respects the great impact that the family has in the life of the child. We, therefore, encourage and support the role of the family in each child's development.

POSITION DESCRIPTION

Prepared: July 2008

Position Title: Executive Assistant to the Executive Director – Child Advocacy

Location: Compassion Australia, Warabrook (Newcastle), NSW

Responsible To: Executive Director – Child Advocacy

Broad Description:

- In response to God's calling and in the power of the Holy Spirit, the Executive Assistant – Child Advocacy provides exceptional administrative and functional assistance to the Executive Director - Child Advocacy, to ensure the smooth operation, growth, development and effectiveness of the Child Advocacy Department, and the most effective and strategic use of the Executive Director's time and abilities.

Key Relationships:

- Internal: Executive Director – Child Advocacy; National Director – Church & Mission; National Director – Child Advocacy Development, other departmental staff; CEO and other Executives; Finance Section.
- External: Executive Director's key relationships; members of the general public; other advocacy and development agencies; Compassion International staff.

Duties and Responsibilities:

- Give priority to personal devotions, Bible study, prayer and involvement in a local church fellowship.
- Participate in morning small group devotions, Wednesday staff devotions and use personal and spiritual gifts in ministry to staff, supporters, partners, supported children.
- Be an advocate for children.
- In all things demonstrate Compassion's corporate values of Excellence, Servanthood, Integrity, Partnership, Prayer and Advocacy.
- Provide efficient, effective personal administration assistance to the Executive Director, and departmental Directors as required.

- Contribute to the development of positive, empowering, communication-based departmental culture by organising, coordinating and facilitating excellent departmental functions, meetings, activities and communications.
- Develop, implement and maintain effective departmental administrative management systems, including document / file, budget, information and calendar management systems.
- Capably manage the Executive Director's diary, contacts, emails, and other communications to allow the Executive Director to expend time most effectively.
- Ensure the Executive Director, and departmental Directors have the necessary tools, equipment and information to effectively carry out their roles.
- Prepare clear and effective agendas and minutes for department meetings, following through with resulting outcomes and action points to ensure necessary progress.
- Organise and facilitate catering for departmental meetings and functions.
- On behalf of the Executive Director, prepare or coordinate reports for Executive and Senior Leadership Team meetings, and other occasions as required.
- As required, prepare briefs and presentation materials for the Executive Director ahead of meetings, interviews, or public engagements.
- Provide research assistance to the Executive Director as required.
- Assist with the development and management of annual departmental budgets and strategic plans.
- In liaison with Compassion's Travel Services Team or travel service providers, organise and detail travel plans for the Executive Director and departmental Directors.
- On occasion attend meetings or functions with or on behalf of the Executive Director, as a Compassion / Child Advocacy Department Representative.
- Assist other Executives and Executive Assistants as directed.
- Other relevant duties at the direction of the Executive Director, or other Executives.

PERSON SPECIFICATION

Prepared: July 2008

Position Title: Executive Assistant to the Executive Director – Child Advocacy

Location: Compassion Australia, Warabrook (Newcastle) NSW

Responsible To: Executive Director – Child Advocacy

Essential Criteria

- Demonstrated personal commitment to and passion for advocacy, particularly child advocacy
- Strong adherence to Compassion's values of Excellence, Servanthood, Integrity, Partnership, Advocacy and Prayer

Education:

- Relevant qualifications in administration, office management or personal assistance

Experience:

- Demonstrated success & high level expertise as an executive assistant, office manager or personal assistant
- Project management or coordination
- Budget preparation and/or management
- Exceptional competency in MS Office Suite, especially Outlook, Excel, Word, and Internet Explorer. Competency in Access, InfoPath an advantage
- Document / file management; systems and process development

Abilities:

- Maintain strictest confidences and show impeccable discernment when handling sensitive documents, communications or information
- Highly organised; extremely efficient and capable administrator
- Excellent verbal and written communication skills; prepare quality reports and other written materials
- Show significant initiative; intuitively anticipate needs, and opportunities to provide assistance, apply administrative skills
- Self-directed; operate without supervision and remain highly productive
- Effectively prioritise and manage multiple tasks and deadlines

Other:

- Demonstrate highest standards of personal presentation, integrity, respect
- Enthusiastic, positive, confident attitude and manner
- Work calmly and maintain composure under pressure; effectively problem solve
- Strict attention to detail; delivers excellence in all outputs

Desirable Criteria

Education:

- Tertiary degree / demonstrated research skills an advantage
- Theological training; understanding of advanced theological concepts and terms

Experience:

- International travel, including exposure to developing world communities and child poverty
- Working with a not-for-profit or development agency
- Working with Customer Relations Management systems or software
- Assisting in the development of strategic plans