

**Position Description**

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| **Position Title** |
| Program Officer, Mercy & Justice – 12 month parental leave position. |
| **Position Location** |
| ADM, Suite 103, Level 1 St Andrews House 464-480 Kent Street, Sydney NSW 2000  ADM’s flexible work policy applies. |
| **Reports to** |
| Program Manager, Mercy & Justice at Anglican Deaconess Ministries (ADM) & Chief of Operations. |
| **Direct Reports** |
| None. |
| **Position Load** |
| 12 months fixed term appointment at 0.6 FTE or by negotiation |
| **Summary Description** |
| ADM seeks a visionary, dynamic and faithful Christian to serve as the Program Officer, Mercy & Justice.  ADM is a Christian women’s Foundation, founded in 1891. The Mercy & Justice ministry at ADM builds on the long legacy of ADM’s innovative mercy and justice work, serving Christ and living out the word of God in practical ways. Historically this has included serving people who are vulnerable and living in poverty, visiting and nursing the sick and dying, caring for the elderly and children. Today, the ministry has a vision ‘to see women in contexts of poverty and exclusion flourish in their image-bearing of God.’  The Program Officer will act as a key project- and program area-lead within the Mercy & Justice team. They will use their area of expertise, project management, problem solving, communication and administration skills to ensure the execution of program grants, research and evaluation in this new season of ADM’s work. The Program Officer will also collaborate with members of ADM’s Communications team to develop and maintain related content on our digital platform that will facilitate women learning, growing, organising and fundraising.  Current active programs in the Mercy and Justice area that the successful candidate will support include:   * The Aboriginal and Torres Strait Islander Women in Ministry Support Scheme * The COVID-19 Church Response Program * A Mercy and Justice Research Report * The Western region’s ‘Grief, Trauma and Loss’ Community Workshops of the Aboriginal Evangelical Fellowship’s Womens Chapter. * Continued support to and engagement with the Restoring Sanctuary Innovation Grant recipient group as they develop and run a Victim-focused Domestic and Family Violence support and training program for Australian Churches.   The ideal Program Officer would have a very strong personal commitment to the mission and vision of ADM, experience in project management and command subject area expertise in areas related to our abouve programs and our mission to tackle poverty for women and children, including marginalisation, vulnerability and exclusion. The ideal candidate would be a self-starting, flexible, and diligent team player with strong relational skills and a clear ability to express how their Christian faith motivates them to do Mercy and Justice in their life.  Aboriginal and Torres Strait Islander applicants are strongly encouraged to apply. |
| **Responsibilities of the Position** |
| * Contribute to the overall outworking of ADM’s Mercy & Justice strategy by supporting the Program Manager, working towards ADM’s strategic goals; * Support the Program Manager to deliver approved projects that include grant processes and research; * Perform initial assessments against eligibility criteria for grants and liase with external assessors; * Coordinate data collection for monitoring and evaluation; * Develop and maintain trusted relationships with Aboriginal and Torres Strait Islander Christian leaders and community; * Contribute to the design of research undertaken within Mercy & Justice and support the Program Manager in its coordination and preparation of publication; * Design and implement learning experiences for grantees, ADM staff, supporters and donors that advance their theological formation, their understanding of the relevant issues, and their skills (i.e. events, coaching, short courses, webinars, and filmed content); * Support and resource local churches in doing Mercy and Justice. * Other general duties as necessary, which will include:   + Adhering to ADM’s policies and procedures at all times;   + Being proactive in reviewing and evaluating own performance, identifying and acting upon areas for improvement and development;   + Attending and taking part in team meetings, as required; and   + Undertaking, as required, any other duties compatible with the level and nature of the post and/or reasonably required by the Program Manager. |
| **About the Successful Candidate** |
| The successful candidate will be a Christian with a strong, vibrant faith and will:   * Have a very strong, personal commitment to the mission and vision of ADM; * Be servant-hearted and a gifted leader; * Hold a degree in a relevant field of study, or have significant professional experience in this field; * Have broad-ranging program delivery experience, including in community programs and both research and advocacy settings; * Have a demonstrated ability to work autonomously and drive projects to completion within specified timeframes. * Hold trusted relationship with leaders in the Aboriginal Christian community, the domestic violence church-response community, and/or with the Christian Justice sector. * Have the personal qualities that mean they have a superb ability to relate to grantees and persuade others to support the selected areas of focus; and * Have a demonstrated ability to be flexible and to make things happen as part of a team. |