



Job Description

Church Engagement and Community Officer cbm New Zealand

Reports to: Supporter Engagement Administrator
Role: Permanent Employment Contract
Direct reports: Nil
Functional Relationships: cbm staff, supporters, volunteers, suppliers.
Location: cbm office: 112B Bush Rd, Auckland and Work from Home
Hours: 40 hours per week.

Organisational Vision & Values

Vision: **An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential**

Mission: **Fighting to end the cycle of poverty and disability**

Values:

**We Champion Inclusion
We Strive for Justice
We Pursue Excellence
We Embrace Partnership
We Live with Integrity**

Organisational Profile

cbm is an international Christian-based development organisation with a key focus on persons living with disabilities and poverty overseas.

cbm works alongside people with disabilities in the world's poorest places to fight poverty and exclusion and transform lives. Drawing on over 100 years' experience and driven by its Christian values, **cbm** works with the most marginalised in society to break the cycle of poverty and disability, treat and prevent conditions that lead to disability and build inclusive communities where everyone can enjoy their human rights and achieve their full potential. **cbm** works in over 20 countries, investing in long-term, authentic partnership with the Disability Movement and maximising its impact through a coordinated mix of inclusive community-based programmes, local to global advocacy and delivering inclusion advice to other organisations.

Purpose of Role

This is an important front line role in **cbm** New Zealand to engage with both existing and new Church and Community Groups in Aotearoa. You will be meeting with leaders and influencers within Churches and community in your area i.e. North Island/Taupo North), with the aim of building a greater awareness of disability inclusion and international development, both here and overseas. The role works alongside the Engagement Director, Engagement Managers and Supporter Relations Team.

Areas of Responsibility and Tasks

Key Areas of Responsibility	Key Tasks	Performance Indicators
<ul style="list-style-type: none">Church Engagement	<ul style="list-style-type: none">Implement and drive cbm's church partnership and engagement strategy.Introduce cbm's ministry to new churches and church leadershipCultivate and maintain effective relationships with key decision makers in both new and existing churches. Initiate and grow key touchpoints with them i.e. speaking in services and/or to church groups, providing resources, organising events.	<ul style="list-style-type: none">Increase in church partnerships and donations received.Speaking at church and group events booked and followed up.cbm resources provided.

	<ul style="list-style-type: none"> • Speak at churches and to groups on behalf of cbm and ensure follow up takes places after speaking engagements, events or other activities. • Arrange cbm presence at church conferences and denomination events (where possible). 	<ul style="list-style-type: none"> • Christian events attended.
<ul style="list-style-type: none"> • Church Advocates 	<ul style="list-style-type: none"> • Deepening cbm's engagement through regular contact with cbm's existing Church Advocates. • Grow the number of new cbm Church Advocates (i.e. via face to face contact and following up on survey leads). • Update Advocate Handbook. 	<ul style="list-style-type: none"> • Increase the number of Church Advocates. • Increase in the number of donations from churches via Church Advocates, both new and existing • Increase in new supporters due to action by Church Advocates.
<ul style="list-style-type: none"> • Community Fundraising 	<ul style="list-style-type: none"> • Develop effective partnerships with individuals, community groups, businesses and schools to help raise awareness and funds for cbm's ministry. • Maintain effective working relationships. 	<ul style="list-style-type: none"> • Increased engagement and donations from individual and community groups, both new and existing.
<ul style="list-style-type: none"> • Theology and Resource development 	<ul style="list-style-type: none"> • Working with cbm's digital agency and internal designer, help grow engagement with cbm's Christian online platforms i.e. Advent online, e-cards and cbm's 4 week digital inclusive Bible Study for Home Group. • Responsible for educational and theological content for cbm's online platforms for Advent and cbm's 4 week digital Bible Study for 	<ul style="list-style-type: none"> • Increase the number of individuals and churches participating in cbm's Advent, e-cards, and inclusive bible study.

	Home Groups and churches.	
<ul style="list-style-type: none"> Assist with projects and initiatives as requested by Fundraising Director and Supporter Engagement Administrator 	<ul style="list-style-type: none"> Provide support for special projects/initiatives as agreed by Fundraising Director and Supporter Engagement Administrator. 	<ul style="list-style-type: none"> High level of initiative displayed with ownership taken of allocated accountabilities.

Key Competencies Required – Qualifications, Experience, Skills, Knowledge, and Attitudes

- Possess a passion for serving others.
- Strong verbal and written communications skills, persuasive phone manner, excellent listening skills, and the ability to build rapport.
- 3+ year’s excellent experience in a similar role, focused on fundraising and/or church relationships.
- Strong church relationships and understanding of church leader priorities.
- Theological training or literacy.
- Ability to create resources for speaking engagements including power point presentations.
- Ability to work within a Christian framework and be sensitive to its various expressions across cultures and denominations.
- High degree of emotional intelligence.
- Excellent organisational skills and the ability to prioritise own workload.
- Self-motivated with the ability to take initiative, ownership and responsibility for own areas of work.
- Attention to detail with the ability to quality check own work.
- Build positive relationships with staff, and be a highly positive and enthusiastic team player.
- Ability to holding information as confidential, when appropriate.
- Experience using a CRM database.
- MS Office proficient including Word, Power Point, Excel and Outlook.
- NCEA Level 3 (or equivalent).

OFFICE ACCOUNTABILITY

To promote safe work practices and ensure a safe working environment maintained at all times.

PERFORMANCE PLANNING AND REVIEW

Performance planning carried out at regular intervals. There will an annual appraisal.