

Position Description

Samaritan's Purse Australasia – Operation Christmas Child

Position Title: OCC Field Ministry Overseer
Reporting To: OCC Australasian Management
Type of Position: Stakeholder Relationship Management
Location: Melbourne, Victoria Australia
Authorised by: Executive Director
Date: July 2017

The masculine form used below specifically includes female incumbents.

Role Definition

Operation Christmas Child (OCC), a project of Samaritan's Purse, is one of the world's largest child evangelism projects. In 2016 OCC AU/NZ collected over 342,000 gift filled shoeboxes to hand deliver to children in developing countries, demonstrating God's love and sharing the Good News of Jesus Christ through well-developed evangelism and discipleship programs such as "The Greatest Journey".

We are seeking to appoint someone to lead and oversee the Operation Christmas Child (OCC) project within the assigned region. Working with the OCC team you will be integral to the mobilisation, empowerment and proselytisation of volunteers each year that make this project possible. You will oversee all OCC activity in assigned area of the Region, ensuring that aggressive growth goals in key areas and oversee program objectives are met to increase both shoeboxes and volunteer engagement. You will also oversee and spiritually shepherd high-level volunteers to further the ministry of OCC in the Region. **This position requires frequent travel.**

To perform this job successfully, an individual must **maintain a personal relationship with and be a consistent witness for Jesus Christ**, be self-motivated and goal oriented, as well as able to perform each essential responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

Key Outcomes of the Position

ESSENTIAL RESPONSIBILITIES Other responsibilities may be assigned.

Within your assigned State/Region and sphere/s of influence:

- Contribute to an annual ministry plan that meets OCC objectives, supports national initiatives and includes goals and strategies that ultimately lead to increased volunteer engagement and shoebox gifts. Provides direction to ensure that OCC Area Teams are active and effective; church and community group involvement is affirmed and growing; prayer support is deepened; the logistics network is growing and drop-offs are effectively managed and missional.
- Recruit, select, equip, lead and develop a volunteer Warehouse Team and volunteer Area Teams throughout the region, in accordance to the High Impact Volunteer Ministry model. Participate in the selection of every Year-Round volunteer. These teams will in turn promote the evangelistic mission of OCC and further the ministry's reach and effectiveness.
- Leads volunteers to effectiveness, supporting them to create and execute plans to reach both "in here" and "out there" goals. Prioritises efforts to create active, effective, healthy volunteer-led teams. Spiritually shepherd volunteers by affirming and confirming their calling, praying with them, and mentoring/modelling of the Christian life. Contributes to monthly Area Coordinator conference calls and regularly scheduled one-on-one calls with his/her Area Coordinators. Meets with his/her Area Coordinators for a face to face meeting at least once per year. Where possible, regular scheduled one-on-one meetings should be face to face.
- Utilises volunteers to ensure OCC is represented within the assigned area of the region at speaking engagements and conferences. Available and equipped to serve as a regional media spokesperson; develops and maintains relationships

with major Christian radio to promote the ministry. Plans and/or supports effective speaker tours and other promotional and/or recruitment events. Utilises promotional tools, like Gift Shoeboxes, to increase ministry involvement.

- Oversees partnerships initiated at both the Regional level and through National Office. Supports national prayer initiatives. Develops positive working relationships with the OCC Leadership Team and other departments within Samaritan's Purse.
- Oversees the regular affairs of OCC, and the effective promotion, staff coordination, collection, logistics, warehousing, processing and sending of OCC shoeboxes and donations to set OCC guidelines and WH&S standards.
- Provide leadership, guidance, training and operating resources for all Area Teams, warehouse volunteers, churches, schools, media and other groups and individuals participating in OCC.
- Participates on OCC Domestic Working Group to provide input on national initiatives.
- Uses tools provided and processes in place to submit reports and needed information back to National Office monthly.
- Achieve gift-in-kind donations and partnerships such as freight, filler items and storage to achieve OCC outcomes.
- Promote OCC, its Christian philosophy, values and public image to the Connect teams, Churches, Schools, Businesses and the broader public, in accordance with the guidelines laid down by the OCC Board and Senior Management.
- Develop a supporting prayer network and be personally prayerful for OCC and its ministry partners (volunteers, churches etc.) within the region.
- Serve in a stewardship role in a Processing Centre during processing and collection season as needed. Activities may include, but are not limited to, assisting in lead-up PC activity, working closely to secure seasonal staffing needs, supporting the recruiting and scheduling of needed short-term volunteers, securing needed Gifts-In-Kind items, leading PC management staff and temporary associates, overseeing the day-to-day functions of the PC, and ensuring that proper reports are completed.
- Attends daily morning devotions and participates in prayer support for the ministry, its donors and volunteers.
- Maintains a strong Christian witness to colleagues, vendors, charitable beneficiaries, and the general public. Is consistent in his/her devotional life and can be depended on to represent Christ and the ministry well in all situations.
- Frequently travel, both in and out of region to meet with volunteers and stakeholders. Out of region includes participation in national coordination meetings, trainings, an international OCC trips.

Key stakeholders

- OCC Board of Directors
- OCC Executive Director
- Australasian OCC Management
- Australasian OCC Staff
- National Support Office
- Financial Processing Solutions Pty Ltd

Works with

- Australasian OCC Manager
- Australasian OCC Field Ministry Manager
- SP & OCC Administration
- Other OCC Field Ministry and Field Teams
- National Support Office
- Financial Processing Solutions Pty Ltd
- Area Teams & Warehouse Team within the region.

Qualifications

- Bible College Training (minimum Advanced Diploma) or equivalent Christian ministry experience (minimum 3 years)
- Experience and proven success in volunteer recruitment and development in a Christian ministry setting

Knowledge and Experience

Ideal knowledge and experience:

- Be committed to a personal relationship with Jesus, and committed to Christian and Biblical values
- Experience in recruiting, selecting, equipping, leading and developing unified volunteer teams across multiple locations, or related experience in a Christian ministry setting
- Proven experience in creating and overseeing relationships with churches and other groups, or related experience
- Strong written and verbal communication skills. Ability to read, analyse, and interpret reports, and legal documents where required.
- Ability to respond to general inquiries or concerns from volunteers or members of the business community. Ability to effectively present information to top management, large public groups, churches and volunteers.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions and deal with abstract and concrete variables.
- Proven experience in setting and achieving targets or goals
- Experience in managing a project involving high levels of delegation and attention to detail including multiple locations, resources and money
- Experience and passion to work with all Christian denominations
- Experience in presentations and teaching small and large groups
- Enthusiasm for promoting evangelistic Christian causes
- Extensive knowledge of the Bible and an ability to share its themes, stories and guiding principles with others
- Knowledge of Christian and secular media

Key Competencies for the Position

Committed Christian	Ability to build and maintain team ministry
Communication skills	Public speaking / presentation skills
Relationship skills	Organisation / co-ordination skills
Team building and team motivation skills	Planning skills
Governance skills	Media skills

Scope of Responsibility

This document is to be read in conjunction with the provided Position Description and is not limited to these responsibilities. Percentages are a guide only.

1. Leadership 15%

- To develop a regional strategy in conjunction with OCC Australasia Management Team and other Field Ministry that will both nurture and expand existing support and grow new support for the work of OCC.
- To work with OCC and SP management to fully integrate the work and activities of the region into the national and international plans and campaigns.
- To attend and cooperate with training, initiatives and meetings as recommended by OCC.
- Oversee existing relationships with stakeholders through face to face meetings and/or calls, as well as seek out new partnerships for OCC support.
- To contribute and participate with national strategies and development as required.
- To provide coordination of warehousing and collection and distribution networks.

2.	Volunteer Stewardship	50%
<ul style="list-style-type: none"> • To recruit, select, equip, lead and develop volunteers and Area Teams according to the High Impact Volunteer Ministry model. Be personally involved with the selection of every year-round volunteer and ensure that all volunteers selected and appointed are in line with our Connect model. • Ensure that all volunteers engage and cooperate with the relevant training to their role. • To coordinate the activities of teams within the region in line with the national strategy. To promote the development of teamwork between teams, staff and volunteers in a Christian ministry setting. • To facilitate training and coaching of year-round volunteers taking part in teams to effectively share the evangelistic mission of OCC. • Meet monthly with volunteer leaders in assigned State/Region either face to face or via Skype/calls. • To continually reinforce and strengthen the principles of High Impact Volunteer ministry and the OCC mission within OCC Area Teams and volunteers. • Pastoral Care: To be available to volunteers seeking spiritual guidance. To discern and encourage the outworking of God's plan for the lives of volunteers within the opportunities and constraints available. 		
3.	Promotion	15%
<ul style="list-style-type: none"> • To promote the evangelistic mission of OCC to churches, businesses, schools, media outlets, community groups, existing donors, potential donors, and volunteers; giving full credence to the mission statement of OCC, with the objective of increasing support (shoebox gifts, prayer, monetary and gifts in kind) for OCC within the region. • To inform, encourage, guide and support Area Teams and volunteers in these activities. • To be available to speak at appropriate engagements throughout the region and to be available to the media for interviews and for promotional work where necessary. 		
4.	Logistics	15%
<ul style="list-style-type: none"> • To guide and oversee the effective operation of the OCC Logistics and Processing Centre. • To develop a network of OCC drop-off points and relay centres within the region. • Ensure that the drop-off points and relay centres are operated safely, carrying out any tasks that are pertinent to its existence (enabling local volunteers is essential to this task not jeopardising the prime accountabilities). • To ensure all appropriate health and safety requirements are in place wherever physical handling related to OCC and SPA projects are carried out. • To ensure adequate volunteer numbers available to relay & load during OCC campaigns. 		
5.	Catch All	5%
<ul style="list-style-type: none"> • To assist, participate in and promote other OCC and SPA initiatives as required. • To receive telephone and email enquiries for OCC and SPA within the assigned region. 		

How to Apply:

For further information please contact Leila Halawe or
 Visit: <https://www.samaritanspurse.org.au/employment-opportunities/>

To *apply* for the position, please send your resume and a cover letter addressing all the selection criteria via the Apply Now button

To apply for this role you must be an Australian citizen/resident. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities.

This role will continue to be advertised until filled.