



**INF Australia Relationships & Communications Manager**  
**Permanent Full-Time / Sydney-based** (part-time negotiable for suitable candidate)

**December 2020**

**Role summary**

Engaging with INF Australia’s current supporters and reaching new supporters by building relationships with individuals, churches, colleges, schools and community groups and by facilitating INF Australia’s digital and print communications.

**Essential characteristics**

- Active Christian faith and commitment to INF Australia’s vision, mission and values
- Excellent speaker and preacher (able to engage churches and groups through sermons, Bible studies and stories)
- Highly skilled at networking and building lasting organisational relationships
- Excellent written communication skills
- Willingness to travel within Australia and to Nepal (as required and as circumstances allow)

**Desirable characteristics**

- Theological and/or education qualifications
- Understanding of integral mission or transformational community development
- Experience supporting and managing volunteers
- Experience in Nepal
- Experience in outreach, marketing, fundraising or related communications roles

**Role**

- Reports directly to INF Australia CEO

<b>Area of Responsibility</b>	<b>Time</b>
Engage with church and community groups to promote INF Australia’s work and reach new constituencies, including by supporting and mobilising national volunteer network and contributing to events	60%
Working with the communications team in Nepal, help develop online and print communications to share our story with INF Australia supporters and priority constituencies	30%
Contribution to INF Australia strategy, planning, and administration	5%
Professional development	5%

**Applications**

Please email [ausoffice@au.inf.org](mailto:ausoffice@au.inf.org) with CV and a cover letter addressing the essential and desirable characteristics mentioned above or call 02 9411 1195 for further information.

*Applications close 24 January 2021*



*INF Australia is a Christian mission serving the physical and spiritual needs of Nepali people.*

**Vision**

Life in all its fullness for poor and marginalised people and communities.

**Mission**

To share and support the work of INF Nepal and our other partners in Nepal who provide transformational medical, disaster response and community development work among poor and marginalised people.

INF Australia is a child safe organisation. All applicants will undergo police, working with children, and background checks.