

Campaigns Coordinator



Transform Aid
INTERNATIONAL

Position Description	
Job Title:	Campaigns Coordinator
Department:	Marketing and Communications
Purpose:	This role holds responsibility for the project coordination of communication and fundraising projects and campaigns for Baptist World Aid Australia.
Reports to:	Projects Manager
Key Relationships:	Internal Marketing and Communications Department, Constituency Relationship Department, Programs Department. External Suppliers
Supervises:	May be required to supervise volunteers.
Hours per Week:	35 hours
Location:	Transform Aid International Headquarters, North Ryde NSW

Key Focus Areas	Horizon	Core Activities
Coordination of Seasonal Campaigns	ongoing	Coordinate the execution and delivery of seasonal campaigns and projects for Baptist World Aid.
Stakeholder engagement	ongoing	Engage multiple stakeholders to deliver cross department communication projects.
Coordination of communication projects	ongoing	Coordinate the delivery of communication projects for Baptist World Aid.

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Essential Knowledge, Skills and Experience

1. Experience in marketing, fundraising or related function
2. Project management: ability to manage multiple tasks and work to budget and tight deadlines
3. Demonstrated relationship management and negotiation skills with internal and external stakeholders
4. Demonstrated ability to think analytically using performance metrics and campaign tracking to improve campaign performance.
5. Demonstrated experience in creative thinking and innovation
6. High standard of written and spoken English
7. Commitment to continuous improvement and professional excellence
8. An authentic committed Christian:-
 - With a strong commitment to Transform Aid International's / Baptist World Aid's, mission, vision and core values
 - Able to understand, engage with and support the Biblical theology that informs the organisation's development approach
 - Able to participate enthusiastically in prayer sessions, biblical reflection sessions and church services

Desirable Knowledge, Skills and Experience

1. Marketing or fundraising experience in a not-for-profit environment
2. Experience in developing and coordinating communications projects
3. Experience with working with databases or CRM (customer relationship management) systems
4. Understanding of the development sector

General Notes

Continuous Improvement and Best Practice:

As an employee of Transform Aid International, which has a core value of "committed to excellence and quality by being a creative and learning organisation", you will have opportunity to participate in any continuous improvement exercises and to seek best practice in fulfilling your role.

You will also have the opportunity to contribute to the ongoing development and improvement of Transform Aid International / Baptist World Aid policies and practices.

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Workplace Health and Safety and Equal Employment Opportunity:

It is your responsibility to take reasonable care for the health and safety of all people within the workplace and for all people who may be affected by your acts or omissions. You will cooperate in implementing WHS legislation and standards.

You are also accountable and responsible for complying with all Transform Aid International / Baptist World Aid policies and procedures designed to eliminate discrimination in the workplace.

Child Safe Organisation:

Transform Aid International / Baptist World Aid is a child safe organisation and all employees are required to read and understand our child protection policy, and in addition, sign and abide by our Child Safe Code of Conduct. All employees are required to provide authorisation for a National Police Check and will be required to gain a NSW Working with Children Check.

Compliance

It is your responsibility to ensure compliance with TAI policies and procedures, legislation, as well as requirements of relevant regulatory bodies, including ACFID and DFAT.

Employee Name:	
Employee Signature:	
Date:	