



**THE NATIONAL ASSEMBLY OF  
THE UNITING CHURCH IN AUSTRALIA**

**UNITINGWORLD**

**POSITION DESCRIPTION**

**DEVELOPMENT EDUCATION OFFICER**

**June 2009**

**Purpose:**

To engage Australian church communities within the Uniting Church in Australia in UnitingWorld Relief and Development programs and development issues including increased understanding of poverty reduction, development effectiveness and the Millennium Development Goals.

**General Understanding of the Position:**

UnitingWorld is an agency of the National Assembly of the Uniting Church in Australia (UCA). UnitingWorld, through its Relief and Development unit, are responsible for the emergency relief and community development activities of the UCA.

UnitingWorld has recently completed a strategic plan that commits the organisation to:

**1. Partner overseas churches and agencies in transforming their local communities**

UnitingWorld currently supports relief and development programs in 10 countries across Africa, Asia and the Pacific – Zambia, Zimbabwe, Sudan, India, Indonesia, Timor Leste, Papua New Guinea, Solomon Islands, Vanuatu and Fiji. This position will be responsible for relating to partner organisations and project staff to facilitate the engagement of Uniting Church communities with the development programs being undertaken, the broader development issues involved and our partner organisations. Our overseas partners are church organisations. As a result the position will require a person who is able to work and communicate in the Christian Church context of our partners.

**2. Empowering Australian church communities, especially in the UCA, to be effective global partners**

UnitingWorld is committed to working in partnership with Australian church communities, assisting them to engage effectively and meaningfully with our overseas partners and the complex global and development issues they are facing. This position will be responsible for the effective facilitation and management of relationships for Uniting Church communities with both UnitingWorld and our overseas partners.

**3. Recognised and trusted as a leading relief and development agency**

UnitingWorld has full Australian Agency for International Development (AusAID) accreditation, is a member of Australian Council for International Development (ACFID) and a signatory to the ACFID Code of Conduct. This position will need to be aware of these commitments and work within them. The position will also need to relate to people at all levels within the UCA and our partner organisations.

**Reports To:** Associate Director, Relief and Development, UnitingWorld

**Relates to:**

- UnitingWorld staff
- Uniting Church school communities
- Uniting Church congregations, communities and groups
- National Assembly of the UCA
- UCA Synods, Presbyteries, Agencies and Congregations and their staff
- Partner Church leaders and staff

**Location:** UnitingWorld offices presently at Level 10, 222 Pitt Street, Sydney.

**Key Result Areas:**

- Engage with Uniting Church in Australia Synods, Presbyteries and other networks to identify possibilities for involvement.
- Make contact with Uniting Church schools, groups and key individuals following correct protocols within the relevant levels of the Uniting Church in Australia.
  - Develop relationships with Uniting Church schools, groups and related networks.
  - Maintain existing relationships with schools and groups.
- Manage the relationships between groups within the Uniting Church in Australia, UnitingWorld staff and project partners.
  - Coordinate relationships and flow of information between all stakeholders including the school or group, UnitingWorld staff, partner organisation and any other.
- Develop programs and resources that enhance the awareness and involvement of these groups with UnitingWorld projects.
  - Design development education programs for groups that meet the needs of the groups and are manageable within the relevant UnitingWorld project.
  - Produce development education resources appropriate to each program and suitable for use generally among groups within the Uniting Church in Australia.
- Develop relationships with other appropriate agencies and organisations to ensure the quality and currency of our development education programs and resources.
- Other tasks as directed.

**Qualifications and Experience:**

**Essential:**

- Tertiary qualifications in relevant field
- Ability to exercise strong written and verbal communication in a variety of contexts including Uniting Church schools, congregations, youth and fellowship groups
- Ability to produce development education resources appropriate to each audience
- Ability to work positively within a small team environment
- Ability to work under minimal supervision
- Ability to use MS Office (Word, Excel, Outlook, PowerPoint)
- Ability to exercise attention to detail and work to deadlines
- Ability to work in harmony with the ethos and practice of the Uniting Church in Australia

**Desirable:**

- Ability to communicate cross-culturally
- An awareness of international development practices and development issues
- A knowledge of the structures of the Uniting Church and Uniting Church Schools