

# Partnership Communications Assistant

## *Position Description*

<p><b>Department:</b> Mission Partnership - Communications</p>	<p><b>Location:</b> CMS NSW &amp; ACT Office Level 5, 51 Drutt Street, Sydney 2000</p>
<p><b>Reports to:</b> Communications Coordinator CMS NSW &amp; ACT</p>	<p><b>Review Dates:</b> 3-month probationary review 12-month annual review</p>
<p><b>CMS Vision and Purpose:</b> <b>Our Vision:</b> A world that knows Jesus <b>Our Purpose:</b> We work with churches to set apart, equip and support long-term workers who cross cultures to share the gospel of our Lord Jesus Christ.</p>	<p><b>CMS Mission:</b> As we seek to see a world that knows Jesus, and conscious of our responsibility to peoples in our near neighbour region, the mission of CMS is:</p> <ul style="list-style-type: none"> <li>• To reach gospel-poor peoples for Christ</li> <li>• To equip Christian leaders for church and society</li> <li>• To engage churches in cross-cultural mission</li> </ul>
<p><b>Primary Objectives of Position:</b> To produce and/or edit clear, engaging and persuasive copy for a variety of contexts and media.</p>	<p><b>Position Purpose:</b> To cultivate genuine partnership in mission across the CMS fellowship through effective communication.</p>

<b>KEY ACCOUNTABILITIES</b>	
<b>Key Performance Area</b>	<b>Expected Outcomes</b>
1. Communication to CMS Fellowship	1.1 Appeal and fund-raising related communication produced and edited in consultation with wider Mission Partnership Team 1.2 Event Registration and Promotion 1.3 Emails to CMS supporters produced on monthly basis with clear and engaging content that is consistent with CMS fellowship model & priorities (e.g. Church Connect, Monthly Mail) 1.4 Edited "CMS NSW & ACT Annual Report" finalized before annual deadline with acute attention to quality, clarity and accuracy
2. Consultancy and contribution to key Missionary Communications	2.1 Various missionary communications (including Prayer Cards, Thank You Cards, etc.) produced in collaboration with wider Mission Partnership team and missionaries, and which are consistent with CMS branding and messaging 2.2 Edited missionary prayer newsletters that are clear and grammatically accurate 2.3 Missionary video script produced in consultation with missionaries and wider Mission Partnership team 2.4 Edited Prayer Points finalized before monthly deadline
3. Social Media Strategy and Execution	3.1 Social media effectively utilized to promote key campaigns and events 3.2 Social media effectively utilized to engage and educate supporters in mission partnership 3.3 Social media strategy produced and executed in collaboration with wider Mission Partnership Team, and consistent with CMS vision and mission. 3.4 Social media interaction with CMS supporters that is prompt, professional & friendly
4. Contribution to regular CMS Publications	4.1 Articles for CMS Today produced with well-researched and engaging content within timelines specified (as needed) 4.2 Articles and content for CMS website regularly produced and updated in a manner consistent with CMS vision, values and branding
5. Assistance with Branch Correspondence & General Communications	5.1 General correspondence for various sections of CMS NSW & ACT branch produced as required to ensure clarity & consistency with CMS vision and values 5.2 Editorial assistance to Executive Director & Senior Leadership team provided as required 5.3 Editorial assistance for supporter focused Mission Partnership initiatives, including written content for CMS NSW & ACT events
6. Contribute to CMS Summer School planning and delivery	6.1 Promotional material and correspondence for CMS Summer School produced in collaboration with wider Summer School planning team, and in a manner consistent with thematic direction set by team 6.2 Social media updates regularly produced through entirety of CMS Summer School that are engaging and that promote greater participation in global, gospel mission
7. Media Contact and Engagement Liaison	7.1 Liaison with external publications/editors regarding copy and articles that is professional, reliable and trustworthy. 7.2 Copy for external publications that reflects CMS's vision and mission and which upholds CMS's missiology (as required)

### **ESSENTIAL VALUES, SKILLS & QUALIFICATIONS**

**Values:**

- A growing Christian who is committed to the vision and ethos of CMS NSW & ACT
- Passionate about long term, cross-cultural mission to gospel poor regions across the world

**Skills:**

- Excellent written communication skills
- Ability to work independently and as part of a team
- Professional writing and editing experience
- Experience using social media for business and/or not for profit
- Experience and competence in word processing
- Ability to write for a targeted audience
- Attention to detail

**Qualifications:**

- Relevant tertiary qualifications

### **SAFE MINISTRY REQUIREMENTS**

CMS has zero tolerance for child abuse and therefore, is committed to ensuring the safety of children and vulnerable people, including those from indigenous, cultural, and/or linguistically diverse backgrounds, and/or with a disability.

Employment in this position is conditional on the person:

- Complying with NSW Commission for Children and Young People Act 1998 (NSW) and clearance issued through the NSW Government Office of the Children's Guardian (Working With Children Check)
- Safe Ministry Training (or equivalent) completion verified
- Consent to undergo a Professional Standards Network Check
- Agreeing to abide by the CMS Code of Conduct

### **WORKPLACE HEALTH & SAFETY AND EQUAL EMPLOYMENT OPPORTUNITY**

As a worker at CMS you must:

- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of others
- Comply with any reasonable instructions, policies and procedures given by CMS in the workplace

You have a responsibility to comply with Equal Employment Opportunity legislation and the associated CMS policies and procedures.

DECLARATION	OCCUPANT	EXECUTIVE DIRECTOR
<p><b>I understand and accept the responsibilities as outlined.</b></p>	<p><b>Signature:</b></p>    <p><b>Date:</b></p>	<p><b>Signature:</b></p>    <p><b>Date:</b></p>