ADRA Australia
Church Engagement Officer

Commitment: Full-time - Two Years Maximum Term
Location: WAHROONGA, Sydney

About the role

The Adventist Development and Relief Agency (ADRA) Australia is seeking a Church Engagement Officer who is passionate about developing and managing relationships between ADRA Australia and Seventh-day Adventist churches, ministries, schools, and other Adventist entities across Australia.

By engaging with church leaders, ministries, schools, and volunteers, you will inspire greater participation in ADRA Australia offerings, fundraising campaigns, and community engagement activities. Your efforts will increase awareness of ADRA's work, strengthen engagement with the Seventh-day Adventist Church, and contribute to sustainable fundraising growth.

In this role, you will develop and manage a network of ADRA Champions, supporting volunteers who serve as ambassadors for ADRA within their local churches and communities. You will also collaborate closely with Conference ADRA Directors, Regional Managers, and Emergency Management teams to maximise church participation and strengthen connections across the Adventist network.

Living out ADRA's values of being Connected, Courageous, and Compassionate, you will thrive in this outward-facing, relational role, where your passion for service and ability to motivate others will expand ADRA's impact through a growing network of dedicated church partners.

The successful applicant must have the legal right to live and work in Australia at the time of application.

The Job Description, which provides more detailed information about the role, and the Employment Application Form, are included at the end of this document.

About ADRA Australia

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. As part of the global ADRA network, which reaches into more than 110 countries, we are motivated by our faith, to enable people and communities in Australia, the South Pacific, Asia, Africa, and the Middle East, to improve their health, education and livelihoods, and assist people to prepare for and recover from disasters in Australia and around the world.

ADRA Australia holds full accreditation with the Australian Government Department of Foreign Affairs and Trade (DFAT) and is a member of the Australian Council for International Development (ACFID).

Our Values - We conduct our work by being:
Connected - working collaboratively for the best outcome for those living in poverty or distress.
C*ourageous* - persevering through challenging situations.
Compassionate – empathising with the communities we work with and with each other.

About the Supporter Engagement Team

The Church Engagement Officer is appointed by ADRA Australia ADCOM and reports to the Supporter Engagement Director.

The Supporter Engagement team works collaboratively with the following ADRA Australia teams:

- Emergency Management
- Finance/IT
- International Programs
- National Programs
- People and Culture

SELECTION CRITERIA

Essential

1. **Commitment to ADRA's purpose**, values, and a positive work culture.
2. **Commitment to a Christian work environment** and code of conduct that is respectful of the beliefs and practices of the Seventh-day Adventist Church.
3. **Strategic thinking and planning:** Ability to develop and implement strategies to increase church participation and revenue, with a focus on sustainable growth and volunteer engagement.
4. **Relationship-building skills**: Proven ability to develop and maintain strong relationships with people at all levels and to build an effective network of contacts.
5. **Communication Skills:** Strong communication skills including presenting information with clarity to a broad audience, excellent public speaking skills, and a proven ability to prepare and deliver impactful presentations.
6. **Experience in account management, sales or fundraising:** Demonstrated experience in developing relationships that result in financial targets being achieved.
7. **Tertiary qualifications in relevant discipline** or demonstrated transferable skills in a similar role. 5+ years' experience in sales, business development, account management, fundraising and / or not-for-profit sector.
8. **Proficiency in Microsoft Office** with confidence in data management.
9. **Experience engaging** with churches, ministries, schools, or faith-based organisations.
10. **Demonstrated ability to grow fundraising** income and stakeholder engagement.
11. **Ability to work collaboratively with Conference ADRA Directors**, Regional Managers, and cross-functional teams.
12. **Experience coordinating** volunteers, community engagement initiatives, or ambassador/champion programs.
13. **Ability to travel** within Australia.

Desirable

1. **Familiarity with the structure** and work dynamics of the Seventh-day Adventist Church at local and conference levels is preferred.
2. **Volunteer or team management:** Experience in identifying, onboarding, managing, and motivating volunteers or a team, particularly in a faith-based context, is preferred.
3. **Experience engaging** with schools, ministries, community groups, or fundraising initiatives.
4. **Experience presenting** to groups and representing an organisation at events, churches, camps, or workshops.

Key Competencies

- **Relating and Networking**
  Establishes good relationships with individuals both internally and externally; relates well to people at all levels; builds wide and effective networks of contacts; uses humour appropriately to bring warmth to relationships with others

- **Persuading and Influencing**
  Gains clear agreement and commitment from others by persuading, convincing and negotiating; makes effective use of political processes to influence and persuade others; promotes ideas on behalf of oneself or others; makes a strong personal impact on others; takes care to manage one's impression on others.

- **Presenting and Communicating**
  Speaks fluently; expresses opinions, information and key points of an argument clearly; makes presentations and undertakes public speaking with skill and confidence; responds quickly to the needs of an audience and to their reactions and feedback; projects credibility.

- **Formulating Strategies and Concepts**
  Works strategically to realize ADRA's goals; sets and develops strategies; identifies, develops positive and compelling visions of ADRA's future potential; takes account of a wide range of issues across, and related to, ADRA.

- **Delivering Results and Meeting Expectations**
  Focuses on individual's needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.

Other Requirements

- At the time of application, the successful applicant will already have the legal right to live and work in Australia.
- Commitment to abide by the ADRA Australia Code of Conduct and organisational policies and procedures. A copy of relevant policies is available on request.
- ADRA Australia takes the prevention of sexual misconduct, harassment and child safeguarding seriously and screens applicants for suitability. The successful applicant will be required to obtain a police check for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). The successful applicant will need to provide their consent to a criminal record check. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. In such circumstances a statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions may be accepted.
- Applicants will be requested to disclose whether or not they have had a substantiated Sexual Exploitation Abuse or Harassment claim of any nature made against them in Australia or overseas. This is included in the Employment Application Form.

How to Apply

To apply, candidates should address the selection criteria in their application letter providing examples of past experiences and qualifications. There is no closing date, however we will be interviewing suitable candidates as they apply. Please forward your application letter, resume and Employment Application Form - along with the names of three work related referees to: HR@adra.org.au.

If you have questions or need further information, please contact:
Kuren Galant,
People & Culture Manager
ADRA Australia
Phone +61 2 9473 9525 or email: HR@adra.org.au.

ADRA Australia is an inclusive and Equal Employment Opportunity (EEO) employer.

The appointing body reserves the right to fill this position at its discretion and to close applications early.

See Job Description and Employment Application Form following:

Connected
Courageous
Compassionate

Position Title:	Church Engagement Officer
Department:	Supporter Engagement
Reports To:	Supporter Engagement Director
Team Supervision:	Volunteers

Full / Part Time:	Full Time (Two - Years Maximum Term)
Revised Date:	November 2026

Purpose of Position: *A basic statement that describes the intent of the position.*

The Church Engagement Officer is responsible for increasing the number of Seventh-day Adventist churches and ministries that participate in ADRA Australia offerings, fundraising campaigns and activities, and increase revenue from churches. This will be achieved by personal church and Big Camp visits and engagements as well as by establishing and managing a volunteer ADRA Champions program within churches.

Behavioural Expectations: *Our code of Conduct - How we do things in our organisation that underpins our values.*

ADRA Australia Code of Conduct and related policies.

Key Competencies: *The competencies, qualifications, skills and experience the person needs to do the role successfully.*

Tertiary qualifications in relevant discipline or demonstrated transferable skills in a similar role. 5+ years' experience in sales, business development, account management, fundraising and/or not-for-profit sector. Strong relational and influencing skills, innovative strategic and problem-solving thinking to achieve desired outcomes. Demonstrated ability to achieve performance KPIs, establish and maintain relationships, communicate effectively and clearly, and relate well to people of various backgrounds and ages.

ADRA Competency Framework: 3.1 Relating & Networking 3.2 Persuading and Influencing, 3.3 Presenting and Communicating Information, 5.3 Formulating Strategies & Concepts 6.2 Delivering Results & Meeting Expectations

Key Responsibilities: *The things that the person needs to be responsible for to successfully fulfil the obligations of this position.*

Area of Responsibility Groupings or areas of responsibility	**Actions / Tasks / Objectives** What has to get done in this area	**Measures of Success / KPI's** How job performance will be measured
CHURCH ENGAGEMENT	• Develop a church acquisition and engagement strategy that stewards churches, increases engagement, and cultivates churches to increase their support of ADRA Australia offerings (2 x per year) and other campaigns. • Assist with strategic direction for conference Big Camp engagement. • Present at churches, big camps and community events to encourage and grow engagement and support of ADRA Australia on an ongoing basis. • Work closely with Conference ADRA Directors/Regional Managers (CADs/RMs) and Emergency Management (EM) team to maximise church participation in the ADRA Australia offerings and other fundraising campaigns. • Participate in other church related activities as required.	• Consistently reflects the mission and values of ADRA Australia and the Seventh-day Adventist (SDA) Church • Visit each conference once a year • 90%+ churches participating in offerings • Present at SDA churches and attend conference Big Camps and fundraising events as required • Revenue from church activities grows each year as per budget targets • Attend major National Programs meetings with CADs/RMs and EM Team members to optimise collaboration
ADRA CHAMPION PROGRAM	• Develop and maintain an ADRA Champions program that consistently attracts church members to join and feel part of the ADRA ministry. • Ensure communications for offerings are received and utilised by ADRA Champions.	• The ADRA Champions program is functional and consistently attracts church members to join • 60%+ churches with an ADRA Champion

COMMUNITY ENGAGEMENT AND FUNDRAISING	• Develop and build relationships and engagement with church ministries, schools, and other Adventist entities. • Oversee and grow community fundraising within church ministries and entities.	• Attend events and workshops with church ministries and schools • Revenue from community fundraising grows each year as per budget targets
OTHER	• Other duties as assigned by the Supporter Engagement Director as needed/applicable.	• As applicable

Employee Signature:		Supervisor(s) Signature(s):		Date: / /
Print Employee Name:		Print Supervisor Name:		

Adventist Development and Relief Agency Limited

ACN 85 109 435 618

Employment Application Form

Title		**First Name**		**Last Name**			
Current Address: *(Street, Town, State, Post Code, Country)*							
Phone No.	**Home**		**Mobile**		**Work**		
Email					**Gender**		
Position applying for:							

GENERAL	**Type in "Yes" or "No" or an appropriate comment**
1. Are you ALREADY legally entitled to live and work in Australia? If you are not an Australia citizen, please provide your visa details.	
If the response to Question 1 is No, we are unable to consider your application and there is no need to proceed any further.	
2. What prompted you to apply for this role? Why would you like to work for ADRA?	
3. Do you have any illnesses or injuries which may affect your ability to perform the essential requirements of the job for which you have applied? If yes, please provide details below:	
SAFEGUARDING	
4. ADRA Australia's strict safeguarding policies aim to help protect children, young people and vulnerable adults. In line with these policies are you willing to undergo a police check, a working with children check and be screened through ADSAFE*?	
5. Do you have any convictions or charges related to child abuse? If yes, please provide details below:	
6. ADRA Australia has a zero tolerance to Sexual Exploitation and Harassment. Do you have any convictions or charges related to sexual abuse or harassment of any nature made against you in Australia or overseas? If you have responded "Yes", please provide details below:	
ADRA AS PART OF THE SEVENTH-DAY ADVENTIST CHURCH	
7. Have you ever worked for ADRA or any other entity of the Seventh-day Adventist Church in Australia or overseas under your current name or another name? If yes, please provide details of your last position below:	
8. Do you have any relatives currently employed by the Seventh-day Adventist Church? (We need to check any conflicts of interest.) If the answer is Yes, please list their names and places of employment below.	

Name	**Place of Work**	
9. Are you a practising Seventh-day Adventist? (If you are not an SDA, this does not exclude you from applying for the position).		

Being employed by ADRA Australia, which is part of the Seventh-day Adventist Church, involves understanding, representing and being committed to the Church's mission and lifestyle in your professional life. (Our code of conduct policy is available on request.) Please respond to the following two questions.	
10. Do you understand the Church's lifestyle values? (These include abstinence from tobacco, alcohol, recreational drug use, immoral, illegal conduct, etc.)	
11. If you are employed by ADRA Australia, are you happy to reflect its purpose and values in your work and adhere to its lifestyle values in your professional life?	

I understand, agree and declare that:

1. If required by ADRA Australia I will undertake a pre-employment medical screening by an ADRA designated practitioner who shall pass completed details of the examination to ADRA (Refer Point 3).

2. If required by ADRA, I will produce documentary evidence relevant to this application e.g. identification, work visa, evidence of my qualifications, etc.

3. Any statement made by me in this document which is found to be deliberately misleading shall render me, if employed, liable to dismissal.

4. The Terms and Conditions of my employment shall be in accordance with:
   (a) Any applicable State or Federal Laws.
   (b) The appropriate Industrial Award and/or church policy.

Signature	**Date**

**ADSAFE has been established by the Seventh-day Adventist Church as a service and resource to assist local Churches and Denominational Entities to protect children and vulnerable adults, to comply with applicable legislation and to develop denominational policy.*