

Operation Refugee Lead 2024 – Job Description

Fixed Term for Six Months

Two Days - Sixteen Hours per Week

About Christian World Service and Operation Refugee

Christian World Service (CWS) is the emergency aid, development and justice agency of New Zealand Churches. We work without discrimination, and in collaboration with the ACT Alliance (Action by Churches Together), along with our own partner organisations around the globe.

Purpose of the Role

Operation Refugee is our annual fundraising programme focussed on engaging youth and young adults in Aotearoa New Zealand. See <https://operationrefugee.nz/> Our goal is to financially support our global partner organisations who are working directly with refugees. The funds we raise supports refugees from places such as Gaza, Ukraine and Afghanistan. The project also seeks to build awareness and understanding of the challenges experienced by displaced people.

Position Location:

Auckland preferred (work from home)

Responsible to: National Director

Key relationships:

- Church and private school management and staff
- Church (denominational and local) leadership
- Youth and young adults
- Christian World Service staff

Key result areas:

- Make initial contact with church and private schools to promote Operation Refugee, with the goal of seeing students engage in raising funds for refugees, and to build awareness of the challenges faced by displaced people.
- Make initial contact with church youth and young adult groups to promote Operation Refugee, with the goal of seeing people under 30 engage in raising funds for refugees, and to build awareness of the challenges faced by displaced people.
- Support schools and youth groups, with the goal of ensuring they can run Operation Refugee efficiently and effectively.
- Assist with production of quality resources for young people and young adults, with the goal of raising funds and awareness for Operation Refugee.
- Develop our online presence for Operation Refugee, with the goal of attracting a growing number of followers.
- Identify young adults, with the goal of them offering voluntary leadership (young leaders' forum/council) for the development of CWS amongst 'Generation Z and Alpha'.
- Other duties as required, with the goal of being part of the CWS team.

Qualifications and Experience

- Relevant tertiary qualification.
- Understanding and interest in global issues and humanitarian work.
- Experience of working in and with New Zealand churches and schools
- Experience in managing programmes/events.

You will have:

- Demonstrable ability as a persuasive communicator - both with individuals and in public settings (such as school assemblies or church services).
- Cultural awareness and experience within Māori, Pacific and/or other ethnic communities.
- The ability to build meaningful relationships with a diverse range of stakeholders.
- Creativity, flexibility, a can-do attitude, and results orientated.
- Organisational skills and have experience in working independently.
- Experience producing resources.
- Demonstrable skills working both as part of team and independently.
- Ability to plan and meet deadlines.
- Excellent computer skills.
- Excellent writing and reporting skills.
- Experience in managing and maintaining a website and social media platforms.
- Driver's licence and independent transportation (for which you will be reimbursed at IRD rates)
- The ability to work in Aotearoa New Zealand

It is expected that all staff will be committed to working within the ethos, values, and policies of CWS. Additionally, all staff are expected to be culturally aware, and to understand our commitment to Te Tiriti o Waitangi, the Treaty of Waitangi.

NB: This position is fixed for a term of 6 months, due to the seasonal nature of the role.

Salary: \$66,000.00 (pro rata)

To apply for this role please email a cover letter, your C.V. and the application for employment form (below) and then send to cws@cws.org.nz.

CONFIDENTIAL APPLICATION FOR EMPLOYMENT



The purpose of this application form is to collect information to assist Christian World Service (CWS) to decide as to your suitability for the position applied for. The information you provide here, and in your CV, will be used to assess your suitability for the position. You should ensure that all information provided is accurate; failure to provide correct information may prejudice our ability to assess your suitability. Provision of false information is grounds for dismissal or cancellation of your employment.

Position: Operation Refugee Lead 2024

Personal Details

Surname/Family Name: _____ First Name: _____

Notice Period from current employer: _____ Annual/Other Leave Planned: _____

Reason for leaving previous Employer

Additional Information

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. Are you legally entitled to work in New Zealand? Do you have NZ citizenship, permanent residence in NZ or a current work visa? If you have a current work visa, please note the visa type in the box below. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Do you have a spouse, partner, relative or household member working elsewhere in the same or a similar industry as the Employer? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Are you aware of any other factors that would place you in a potential conflict of interest with the Employer? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4. Do you perform any other work (paid or unpaid) that you intend to continue to perform if you are offered the role that you are applying for? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5. Have you ever been convicted of a criminal offence in NZ or abroad? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6. Do you have any criminal or civil charges pending in NZ or abroad? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7. Do you have a New Zealand Driver's License? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8. Do you have any demerit points or current endorsements on your driving license, or are you facing any procedures for these? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9. Do you authorise Christian World Service (CWS) to complete Criminal or Credit Checks? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. Do you authorise Christian World Service (CWS) to complete Qualification Checks? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Question 1 - Visa type:
If yes to any of the questions above, please explain:

The following information is required to assist Christian World Service (CWS) meet its obligations under the Health and Safety at Work Act 2015 and the Accident Compensation Act 2001.

Do you have any physical impairment, injury or condition that the Employer might consider would affect your ability to perform this role, or that the role might aggravate (e.g. Back injury, OOS etc.)?

If 'yes' please give details and describe any technical aids or equipment, or adaptations to the workplace we would need to make to ensure your health and safety.

If you are shortlisted for the position do you agree to undergo a medical examination, including a drug and alcohol test, if the employer considers such tests to be relevant to the position?

Yes

No

If you are employed by the Employer, do you agree to undergo drug and alcohol tests if (a) you work in a safety sensitive area or (b) there is reasonable cause to suspect that drugs or alcohol may be impacting on your work?

Yes

No

Declaration

I understand that all information provided by me will be held on a confidential basis (in accordance with the Privacy Act 2020) and that my permission will be sought before any identifying personal details are released to a third party.

I consent to Christian World Service (CWS) undertaking reference checks pursuant to my application for a specific employment position and recognise that all enquires will be conducted on a confidential basis, and that Christian World Service (CWS) has the right to maintain confidentiality of this information.

I understand that I may access personal information about me held by Christian World Service (CWS) and request correction of that information. This access to information excludes reference checks undertaken by the organisation and all evaluative or opinion material compiled by Christian World Service (CWS) employees for the purpose of assessing my suitability, eligibility, and qualifications for employment.

I declare that I have disclosed to Christian World Service (CWS) all information, including but not limited to, convictions, accidents, health conditions, diseases, which will be used by Christian World Service (CWS) to determine my suitability for a position with Christian World Service (CWS) I also declare that my reasons for leaving my previous employment are fully detailed in this application. I have declared to Christian World Service (CWS) any formal disciplinary action taken against me by the Employers. I confirm that no Employer has accused me of dishonesty or breach of duties. I understand that if I am employed by Christian World Service (CWS) , and if I have withheld any such information, my employment might be terminated for that reason alone.

I declare that all information provided by me to Christian World Service (CWS) (including the content of my CV), is true, accurate, up to date and declare and is not designed to mislead in any way.

Signature:

Date: