

## Job Description

<b>Position:</b>	<b>Chief Operating Officer (COO)</b>
<b>Reports to:</b>	Executive Director GAIN
<b>Works closely with:</b>	GAIN team
<b>Scope:</b>	5 days/week
<b>Location:</b>	Sydney
<b>Date:</b>	April 2024

**NOTE:** This position is for a self-supported missionary - it is not a paid position. The incumbent will be a missionary with Power to Change and will volunteer in GAIN as the COO. GAIN is the humanitarian partner of Power to Change.

### A. Vision

Global Aid Network (GAIN) Australia demonstrates the love of God by revealing hope and restoring life through relief and development initiatives for people living in crisis and injustice.

### B. Position Purpose

The COO is responsible for assisting the Executive Director in effectively and efficiently implementing approved plans, programs, and projects of the organisation. This includes having supervision over the office management, project development, and management functions of GAIN Australia.

### C. Position Requirement

As the Chief Operating Officer, you will:

- Assist the Executive Director in the management and direction setting of the organisation's day-to-day operations including setting priorities, coordinating, and reporting of department and project activities.
- Drive and be responsible for the daily activities of heads of departments and programs and projects.
- Identify potential areas where existing strategies, policies, and procedures require change or modification or where new ones need to be developed and implemented.
- Oversee the activities of the different departments including office management, partner relations, and project development and management.
- Act as second in charge within the GAIN organisation and for PTC purposes.
- Act in the COO capacity for the GAIN Worldwide operating structure.
- Act in the leadership activities of Power to Change Australia.
- Meet with and communicate with church leaders who are partners of GAIN or where partnership relationships are being developed
- Meet with and communicate with Community and NGO leaders
- Regularly communicate with GAIN members, business supporters, and local country partners of GAIN as well as the GAIN international directors.