

POSITION AVAILABLE

# COMMUNITY RELATIONS OFFICER

CONTRACT TYPE: PERMANENT, 40 HOURS PER WEEK

REMUNERATION RANGE COMMENSURATE WITH EXPERIENCE AND COMMON GOOD'S POLICIES

## THE OPPORTUNITY

We are looking for a dynamic individual with excellent relationship building skills to fill the role of Community Relations Officer. The ideal candidate will build and maintain relationships with community mobilisers and key church stakeholders and support and coordinate the activities of those external appointed community mobilisers by ensuring that the Sikunye Church network grows; and contributing towards execution of the program's overall strategic objectives. If you are someone who is keen to support us to inspire, mobilise, and equip the church to support parents, caregivers and families to provide nurturing care for their children in the First Thousand Days of life, so that they can thrive and reach their God-given potential, then this opportunity may be for you!

We are Christ-followers who are passionate about the church playing a significant role in the First Thousand Days (FTD) of a child's life. Our vision is for a society in which families across South Africa are strengthened and supported to provide their children with a strong start in life. For more information on Sikunye visit the website: <https://sikunye.org.za/>

## YOU'LL THRIVE IN THIS ROLE IF...

- You have excellent networking skills
- Excellent at building and maintaining key stakeholder relationships
- You have high attention to detail and show initiative in getting tasks done
- You have strong organisational skills that reflect an ability to perform and prioritize multiple tasks in an energetic environment with multiple priorities.
- You have a proactive approach to problem-solving.
- You have strong interpersonal and team-building skills and ability to build relationships with team members.
- You lead from a place of humility and possibility.
- You collaborate and partner respectfully with other key change agents

## KEY RESPONSIBILITIES

The successful individual will be responsible for the following duties, which are not limited to:

- Build and maintain strong relationships with Church Leaders and community mobilisers in various communities across South Africa
- Search for and build new relationships with communities and churches for the purpose of maintaining and growing the network
- Be the principal point person for Sikunye community mobilisers
- Act as the point of contact for key stakeholders of a range of churches that are in the Sikunye network
- Grow the range of churches that are part of Sikunye, including supporting community mobilisers in their work to see pastors attend Church & Early life webinars; and encourage churches to activate.
- Engage with church leaders at various phases of the programme offering, by identifying their current stage and encourage action for necessary next steps

- Be responsible for recruiting, onboarding, and training community mobilisers on the Sikunye content and material
- Ensure that community mobilisers are meeting agreed targets
- Administer and coordinate all support activities for community mobilisers, such as creating invoices, reviewing the attendance, printing necessary documentation as required etc.
- Ensuring that all partners are equipped and supplied with all necessary material and content.
- May be required to train / host webinars on existing Sikunye material (Zoom / Microsoft Teams)
- When and where necessary, present certain content in person
- Monthly reporting on all relevant activities within the network of churches so that management are equipped to make informed decisions.
- Perform other related duties as required

#### MINIMUM REQUIREMENTS

- Completed matric /Grade 12
- Experience working within a similar capacity
- Actively part of a church congregation
- Fluent in English and additional African languages, including isiZulu or isiXhosa
- Willingness to travel to remote places, own vehicle will be highly beneficial
- Willingness to actively contribute to the values and ethos of Common Good is essential.

#### SKILLS AND KNOWLEDGE

- Excellent Networking skills - Experience in establishing partnerships is essential
- Intermediate computer skills especially in Microsoft Office
- Excellent coordination and organisational skills
- Excellent attention to detail, time management & organisational skills
- Community savvy

#### COMPETENCIES AND ABILITIES:

- Excellent at developing and maintaining relationships strategically
- A skilled communicator with excellent interpersonal skills & the ability to develop positive working relationships with individuals & teams essential
- Ability to facilitate communication, coordinate, plan, and report
- Highly proactive with good self-leadership
- Resilient and open to working with various personalities
- Mature and responsible attitude towards work with the ability to take ownership of projects
- Adaptable to new projects and requirements

#### APPLICATIONS

To apply, please send a motivational cover letter, your CV and two recent work references and “consent by job applicant” form to [hr@commongood.org.za](mailto:hr@commongood.org.za) by **01 December 2022**

REF: Indicate the job title in the subject line

NOTE: An application will not in itself entitle the applicant to an interview or appointment. Applicants who fail to meet the minimum requirements will be automatically disqualified from consideration. Applicants who do not receive a reply within 3 weeks of submission should deem their application to have been unsuccessful. *We reserve the right not to fill the position.*

#### REASONS TO WORK AT COMMON GOOD:

Common Good is a Cape Town based not-for-profit, working from beautiful premises in Observatory. We are a Christian faith-based organisation responding to social justice issues in three key areas: Early Life, Education and Employment. We have a 10-year track record in development and an annual budget of +R20 million.

We are a diverse team, united by our desire to bring hope, opportunity and dignity to marginalised members of our society. The senior management team is made up of passionate thought leaders with experience in the development sector and corporate world. They bring a well-balanced approach to strategic decision making and operations.

You would work with multi-disciplinary professionals who are committed to excellence and innovation. You will have the opportunity to be a change-maker, contributing to building a stronger society and brighter futures for thousands of men, women and children across our nation.

Watch an introductory video:

<https://bit.ly/3ts0xin>

[www.commongood.org.za](http://www.commongood.org.za)

[info@commongood.org.za](mailto:info@commongood.org.za)  
 +27 (0)21 201 1493  
 PO Box 36313, Glosderry, 7702  
 21 Nelson Road, Observatory, Cape Town  
 NPO (062-229-NPO) | PBO (930026077)

## CONSENT BY JOB APPLICANT

**APPLICANT FULL NAME AND SURNAME:** .....

("Candidate")

This consent is provided by the Candidate in consideration of the obligations imposed by the *Protection of Personal Information Act, 2013 (POPIA)*. The Candidate acknowledges that he or she is free to refuse this consent. However, as a result of his or her refusal, the Candidate's application for the relevant vacancy will not be considered any further. The Candidate consents as follows:

### 1. Protection of Personal Information

- 1.1. The Candidate hereby consents to the collection, processing and further processing of his or her personal information and/or special personal information, as defined by POPIA by Common Good Foundation ("**Common Good**") for the purposes of consideration of the Candidate in the recruitment process for which he or she has applied, and all further legitimate organisational purposes related thereto.
- 1.2. The Candidate hereby further consents to the collection, processing and further processing of his or her personal information and/or special personal information, as defined by POPIA by a supplier of Common Good where external recruitment specialists, verification agencies, and/or human resource consultants are utilised, and all further legitimate organisational purposes related thereto. The Candidate consents to Common Good sharing his or her personal information and/or special personal information with such a supplier, alternatively Common Good is permitted to instruct the Candidate to share personal information and/or special personal information with such a supplier directly and to deal with them directly.
- 1.3. Processing may include the collection, receipt, recording, organization, collation, storage, updating or modification, retrieval, alteration, consultation, use; dissemination by means of transmission, distribution or making available in any other form; or merging, linking, as well as restriction, degradation, erasure, or destruction of information.
- 1.4. The Candidate undertakes to make available to Common Good all necessary personal information required for the purpose of considering and vetting the Candidate for the particular vacancy in question and to ensure that this information is updated as necessary. Further to this, the Candidate consents to provide Common Good or a supplier (as per above) with any personal information and/or special personal information for the purposes of the recruitment process and its related steps.
- 1.5. The Candidate consents to the collection of personal information and/or special personal information from another source other than the Candidate where this is necessary for the purpose described above.
- 1.6. For the purposes of this consent, "**special personal information**" is defined as religious or philosophical beliefs, race or ethnic origin, trade union membership, political persuasion, health and medical records, any biometric information of the Candidate; and may include criminal behaviour or records of the Candidate to the extent such data relates to the alleged commission of the Candidate of an offence or any proceedings in respect of any offence allegedly committed by the Candidate or the disposal of such proceedings.
- 1.7. Common Good undertakes that it will only process special personal information where it is necessary for a reasonable and legitimate purpose relating to the Candidate's recruitment, the processing/consideration thereof, or an objectively legitimate and related organisational purpose. It is on this basis that the Candidate consents to provide Common Good or one of Common Good's suppliers with special personal information when requested.
- 1.8. The Candidate consents to Common Good's retention of his or her personal information and/or special personal information beyond the completion of the recruitment process, as far as is permitted or required by law. Should the Candidate be successful, the personal information and/or special personal information will necessarily be retained for the duration of the Candidate's employment and the Candidate will be provided with separate documentation to deal with POPIA for the employment relationship. Should the Candidate be unsuccessful in the recruitment process, following the completion of the process, Common Good will destroy, delete or de-identify such information as soon as reasonably practicable after it is no longer authorised to retain the information or after the information is no longer needed for the purpose for which it was collected.



SIGNED by Candidate:

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(signature above)

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Date