

Salesforce Administrator & Junior Developer

PURPOSE OF THE POSITION

As the Salesforce Administrator & Junior Developer you will be part of our small, multidisciplinary systems and data analysis team. You will manage data and systems for the programs we run. You will also provide support and guidance to new and existing users of our system. In addition, the role will have junior developer responsibilities.

KEY DUTIES

Work closely with the in-house team to:

- Bring cutting edge technology to the field to create lasting change for children across the world;
- Provide support and training to users to ensure they can leverage the system to improve their efficiency;
- Work with the team to develop innovative solutions to business problems to increase the efficiency and impact of the work we do;
- Support the Sport for Development program team to maintain their high-quality monitoring and evaluation data collection;
- Work to support revenue generating work with the programs and Sport for Development teams;
- Support the integration of programs and fundraising work;
- Maintain our data integrity by doing regular checks and reviews of the data in our system.
- Develop new components in collaboration with our senior develop;
- *Remain alert and responsive to any child safeguarding or sexual exploitation, abuse or harassment (SEAH) risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding and PSEAH policy and procedures, and conduct yourself consistent with those policies.*

QUALIFICATIONS & EXPERIENCE

- Current Certified Salesforce Administrator credentials;
- Proven ability to work with custom objects and a complex object schema;
- Proficient with Dataloader and Excel;
- Advanced report building ability;
- Understanding of Lightning, and Lightning components;
- Detailed understanding of users, roles and permissions;
- Experience with Sales Cloud.

DESIRABLE

- Experience working with Conga Templates;
- Salesforce Marketing Cloud experience;
- Experience with PowerBI.
- Salesforce Developer certification

SKILLS

Ability to execute initiatives within timeframes, plan and organize workload, set priorities and meet performance targets;

Can convey technical information to a non-technical audience;

Strong team player and engage with wider user base.

CHILDFUND AUSTRALIA'S VALUES

Commitment to ChildFund Australia's values –
Respect, Integrity, Collaboration, Change,
Empowerment & Excellence

Department: Systems and Decision Support, Operations

Location: ChildFund Australia, Sydney Office Level 8, 162 Goulburn Street, Surry Hills.

Employment: Full-time, 12 month fixed term contract

Reports to: Head of Systems, Data Analytics and Innovation

Other Information: Must have working rights in Australia

Please apply at: <https://www.childfund.org.au/work-with-us/>





ORGANISATIONAL CONTEXT

ChildFund Australia is an independent international development organisation that works to reduce poverty for children in developing communities. We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

Our vision is a world without poverty where all children and young people can say: “I am safe. I am educated. I contribute. I have a future.”

ChildFund Australia directly manages and implements programs with a range of local partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste, Vietnam, and other Pacific nations, and manages projects delivered by partner organisations throughout Asia, Africa, and the Americas. Our work is funded through child and community sponsorship, government grants as well as donations from individuals, trusts and foundations, and corporate organisations.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government’s overseas aid program.

HOW WE VALUE YOUR CONTRIBUTION

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration framework ensures that we align to employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Leave

You will have access to 20 days of paid annual leave (pro-rated for part-time employees). You are also entitled to personal/carer’s leave, paid parental leave, long service leave and bereavement leave.

Flexible Working Arrangement

You will have access to flexible working arrangements. We encourage a culture of flexibility and enable conversation between yourself and your manager about maintaining work-life balance.

Salary Packaging

You will be eligible to salary packaging. As a Non-Governmental Organisation, our staff are eligible for salary sacrificing. The Australian Taxation Office (ATO) allows us to reimburse you for your personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in additions to the income tax free threshold.

Employee Assistance Program

In case you need help with personal, family or employment related matters you and your family will have access to free external, professional and confidential counselling assistance. UPRISE, our EAP system, combines multiple wellbeing initiatives to support your mental health and resilience.

Learning and Development

Our approach to learning and development will enable you to have the information, skills, and knowledge needed to do your job and to grow in your position. We build the capacity of our people and support you with on-the-job experience, coaching and formal training.

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OUR MISSION: We partner to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

**At ChildFund Australia
you will be
contributing to every
child being able to
play, learn, and grow.**