



**PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA INC.**

**AFFILIATES LIAISON OFFICER (0.4FTE)**

**\$50,056 - \$59,147 per annum full-time rate + super**

**Peak Body in WA**

**Liaison with and provision of programs and services to parents in Catholic schools**

The Parents and Friends' Federation of Western Australia Inc. (PFFWA) is the independent voice of parents of children in Catholic Schools across WA. The Federation actively supports the interests of parents who choose a Catholic education for their children in a number of forums and provides leadership and resources to advance the engagement of parents in education and education policy.

The Affiliates Liaison Officer will keep abreast of the latest research and best practice in the field of parental engagement and involvement in education, devise and conduct appropriate and relevant programs and resources for parents, write and review information materials for marketing and communication with school P&F's and parents, attend meetings of Associations and visit school administrators.

Hours of work for this position will be 15 hours per week with some out-of-hours work expected. Hours will be reviewed after 6 months.

Intending applicants must be motivated, parent focussed, fantastic at building relationships at all levels, able to enthuse and inspire people, fully supportive of the Catholic ethos and have excellent interpersonal and communication skills. A tertiary qualification or relevant experience in training and development, community work or working with volunteers is desirable as well as demonstrated experience in working both independently and cooperatively in a team environment. You will be reporting to the Executive Officer but must be capable of reporting to the Council as required.

Confidential applications, including a covering letter and curriculum vitae, together with 3 referee names and contact details (preferably including your current employer and Parish priest, if applicable), must be received by 5pm Thursday 12<sup>th</sup> November. Initial telephone enquiries are welcome on 0434 606 691 to Joe Monterosso.