



PARENTS AND FRIENDS' FEDERATION OF WESTERN AUSTRALIA

EXECUTIVE OFFICER

\$62,596 - \$72,837 per annum full-time rate + super

Peak Body in WA

Management and advocacy role reporting to a Council

The Parents and Friends' Federation of Western Australia (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 Executive Officer is the senior most person in this small organisation and reports directly to the Council. The strategic plan and policy directives are continually being updated and the Executive Officer will be integral in assisting to set and deliver the vision. Key responsibilities will relate to office management, liaising with key stakeholders, undertaking research, consultations and negotiations to further the knowledge of the organisation and its affiliates, advocacy on behalf of the affiliates and provision of other affiliate services.

Hours of work for this position will be Monday to Friday and will require some out-of-hours work and intra- and inter-State travel.

Intending applicants must be dynamic and motivated, be fully supportive of the Catholic ethos, parent focussed and have strong interpersonal, communication, advocacy and people management skills. You must be capable of working flexibly in a small team environment and be capable of reporting to the Council.

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 12th November. Initial telephone enquiries are welcome on 0434 606 691 to Joe Monterosso.