

Job and Person Specification

Affiliates Liaison Officer

Summary of Position

The Parents and Friends' Federation of Western Australia is a not-for-profit organisation established to serve the needs of those parents who choose a Catholic education for their children. The Federation is involved in providing a parental view in all areas of education including funding and policy development.

The Affiliates Liaison Officer (AFO) for the office of the Parents and Friends' Federation of Western Australia Inc. is responsible for the provision of well researched and implemented projects to service the needs of Federation affiliates.

Reporting/ Working Relationships

The Affiliates Liaison Officer –

1. reports to the Executive Officer.
2. works closely with the Executive Officer and Administration and Finance Officer in a team environment.
3. is required to establish effective working relationships with affiliates and the Catholic Education Office, and appropriate links with Catholic Education teams.

Special conditions

1. A highly flexible approach to working hours is required as the position involves inter and intra state travel including overnight absences and frequent after hours work.
2. Hours worked over the substantive hours of work will be discussed with the Executive Officer and taken as time in lieu once deemed to be relevant to the expected duties of the position. Accrual of time in lieu is not to exceed 10 hours unless otherwise negotiated with the Executive Officer.
3. A current driver's licence and use of own motor vehicle to attend to Federation duties. (A motor vehicle allowance is attached to the position).
4. A current police clearance that will fulfil WA Catholic School/Church requirements.

Job Specification

Key Responsibilities

- Maintain a data base for reliable and efficient communication with all affiliates and other key partners, including mailing to affiliates, telephone contact and email contact
- 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 for parents in Catholic schools including the preparation of supporting materials.
- Review and write materials to be distributed to affiliate P&F's, relevant to their organisation, including but not limited to the Association Handbook.
- Design and compose quarterly newsletters and arrange for distribution.
- Design and compose monthly items of interest to email to all schools for inclusion in their newsletters.
- In collaboration with the Executive Officer, contact and/or visit all affiliated and non-affiliated P&F's and their schools at least once per year.
- Attend evening meetings of Associations in an advisory and advocacy capacity.
- Report as required on outcomes and achievements to Council.
- Set up and maintenance of Federation resource library

Office Team responsibilities:

- Assist with the distribution of the APC Review
- Contribute to the smooth day to day operations of the Federation office
- Act as the primary contact for Affiliate enquiries, refer to appropriate staff or Council member if necessary and co-ordinate services.
- Represent PFFWA where directed by Council.
- Organise the planning and coordinate Federation events including the Annual General Meeting, Conference and Strategic Planning days.
- Assist with funding and grant applications as required

Person Specification

Essential Minimum Requirements

A tertiary qualification or relevant experience in training and development, community work or working with volunteers is highly desirable as is some experience in the formation and delivery of adult education.

Key Skills and Abilities

- The ability to identify the needs of affiliates and current service gaps in the Federation work
- The ability to be proactive in designing programs or services to meet changing affiliate needs
- The ability to develop and conduct seminars and workshops for affiliates and other adult groups
- The ability to initiate and sustain creative projects
- The ability to self-motivate and motivate and inspire others in achieving team goals
- The ability to communicate effectively verbally and in writing with affiliates
- The ability to work independently under general direction
- The ability to work as a critical member of a small, dynamic team