



# Parents and Friends' Federation of Western Australia Inc.

*The Independent Voice of Catholic School Parents in WA since 1954*

President:  
Mrs Shelley Hill

Vice-President:  
Mr Joe Monterosso

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## Selection Criteria for Affiliates Liaison Officer

### Essential

1. Commitment to the ethos of Catholic education, the concept of parental choice in education, and the principle that parents and other care givers have a valid and valuable role to play in the education of their children.
2. High level of skills in ICT technology and competency with standard Microsoft Office software.
3. Ability to relate to people at all levels in a professional and courteous manner.
4. Ability to communicate effectively with all affiliates and others by representing the Federation in a positive and dynamic way. This includes the ability to communicate clearly and concisely both verbally and in writing with people who have diverse backgrounds and interests.
5. Ability to demonstrate well developed organisational skills, including the ability to work under minimum supervision, and prioritise workloads to meet deadlines.
6. The ability to identify the needs of affiliates and current service gaps in the Federation work.
7. The ability to be proactive in designing programs or services to meet changing affiliate needs.
8. The ability to develop and conduct seminars and workshops for affiliates and other adult groups.
9. The ability to work as a critical member of a small, dynamic team.
10. Ability to represent the Federation and attend meetings outside of normal working hours.

### Desirable

1. A tertiary qualification or relevant experience in training and development, community work or working with volunteers.
2. Experience in the formation and delivery of adult education.
3. Understanding of the role of the Federation and its key links with the Australian Parents Council and the WA Catholic Education Office.