



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

Selection Criteria for Executive 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. Demonstrated people leadership skills - Board/Committee level, peers and direct reports
4. Well developed networking skills and the ability to communicate clearly and concisely both verbally and in writing.
5. High level skill in the development of written reports, submissions and papers.
6. Ability to analyse, synthesise and communicate complex educational policy and financial documents.
7. Sound knowledge and understanding of legislation relating to Incorporated Associations.
8. Sound understanding of issues relating to organisations managed by committee of volunteers.
9. Ability to represent the Federation and attend meetings outside of normal working hours.

Desirable

1. Demonstrated knowledge of marketing and success in employing marketing techniques to effectively communicate with a wide audience.
2. Demonstrated ability to think and act strategically.
3. Ability to think laterally and be entrepreneurial to meet the challenge of enhancing parent engagement in education and to fund service delivery.
4. Politically astute.
5. Ability to communicate and work with people who have diverse backgrounds and interests.
6. Ability to work as an advocate and effectively represent the interests of a diverse range of people.
7. A relevant tertiary degree.