

The Religious Society of Friends (Quakers) in Australia

Quakers Australia Coordinator

The **Purpose** of this role is to support the work of Quakers Australia (QA).

This is achieved by a variety of **Functions** including:

- Supporting the work of the QA Presiding Clerk
- Supporting the Quakers Australia annual gathering, Standing Committee and the Annual General Meeting, including liaison, coordinating papers, following up the implementation of decisions, developing any reports required (such as *Documents in Retrospect*), and organising travel itineraries as needed
- Liaising with Regional Meeting (RM) clerks, Quaker organisations and other stakeholders
- Maintaining and providing access to key compliance documentation on behalf of QA
- Maintaining QA Archives including Dictionary of Australia Quaker Biography entries, under the guidance of the QA Archivist
- Supporting QA committees
- Maintaining lists of QA and RM office holders and committee members.

Remuneration for this role will be 27 hours per week with an annual remuneration of \$62,338 including 11% superannuation. Workers compensation and other employer costs will be paid by QA. The remuneration package shall be in the form of monthly or fortnightly salary payments (as preferred by the successful candidate). Remuneration will be reviewed annually in line with CPI increases.

Leave includes twenty days recreation, ten days sick leave for each full year of appointment (or *pro rata*) and all public holidays gazetted in the State or Territory in which the Coordinator resides.

Office funding is available for out-of-pocket expenses incurred in the establishment and ongoing operation of an Office (which may be a home office), subject to negotiation and approval.

Skills, experience and personal qualities should include confident use of computers including word processing, internet access and zoom conferencing, together with excellent communication and active listening abilities. Diplomacy and discretion are vital to this role. Good organisational skills are required, as is an understanding of the importance of a safe workplace. Supervising volunteers is expected to form part of this role. As this is a 'position of trust', the successful applicant will be required to comply with the QA Code of Conduct and Child Protection and other safety policies. Familiarity with the practices and organisation of Quakers would be a strong advantage; an induction will cover this if the successful candidate does not have this knowledge

Support for the position: This position reports to the QA Presiding Clerk. The QA Presiding Clerk may delegate a Friend (or Friends) to help oversight employer/employee responsibilities and to provide support (Staff Oversight & Support). The Coordinator is also encouraged to establish a personal support group.

More information is available on the QA website www.quakersaustralia.org.au or by emailing clerk@quakersaustralia.info

Applications should include a concise resume, the names and contact details of three referees and a brief outline of why you feel called to apply for this position. Applications should be forwarded by email to clerk@quakersaustralia.info no later than 5pm AEST Friday 6 April 2023.