



## JOB DESCRIPTION: EXECUTIVE OFFICER

### 1. POSITION TITLE

Executive Officer (EO)

### 2. PURPOSE/SCOPE OF THE POSITION

#### 2.1 Purpose of the Position

The Executive Officer will work collaboratively with the CSPA Chair to provide leadership by working strategically with:

- The Catholic School Parents Australia Council and its Executive Committee
- Senior Staff of the National Catholic Education Commission
- Commonwealth Department of Education
- Catholic Education school authorities
- Catholic School Parent bodies in each State & Territory
- Bishops Commission for Catholic Education
- Other National Parent Bodies
- Tertiary Education Providers

To effectively undertake this role, the Executive Officer will have a knowledge and understanding of:

- The Catholic Church
- Catholic Education
- The broad education environment at national level
- Commonwealth government structure and responsibilities

#### 2.2 Scope of the position

- Work with the CSPA Executive and Chair to provide a broad range of advice and responses on behalf of CSPA to:
  - Government
  - Political Parties
  - Education systems and organisations
  - State & Territory Catholic Parent organisations
- Deputise for the Chair or Executive Committee members as directed by the Chair and to represent CSPA when required.

### 3. KEY RESPONSIBILITIES

The Executive Officer is responsible to the CSPA Chair and CSPA Executive for the provision of a broad range of services and advice on behalf of CSPA. In doing so the Executive Officer must possess the ability to:

- Communicate effectively
- Synthesize issues into meaningful policy proposals
- Respond appropriately to requests for information and guidance ensuring advice is consistent with policy and position of CSPA

The role involves significant liaison with member bodies in a range of situations and requires the Executive Officer to:

- Have a knowledge of and authentic commitment to family engagement as central to education reform, and to Catholic education in particular
- Have the capacity for travel throughout Australia to attend meetings as required including four council meetings on weekends.
- Assist in developing and managing the implementation of a range of projects around family engagement.
- Collaboratively identify issues that are important to CSPA and member bodies.

### 3.1 Functional Responsibilities

- Developing, managing and reviewing the internal operational procedures of CSPA and the CSPA secretariat in collaboration with CSPA Executive.
- The Executive Officer will assist the CSPA Chair with communications of and by CSPA including:
  - Operation of multiple communication channels and monitoring the effectiveness of communication strategies
  - Producing effective reports
  - Appropriate communication with CSPA council taking direction from CSPA Chair
  - Ensuring communications reflect our Catholic Faith traditions and the objects and principles of CSPA.
- Being sensitive to the paid employee/volunteer inter-relationships as a key factor in ensuring the efficient and effective operation of CSPA
- The Executive Officer provides a key link between the members of CSPA, and the broader Education environment

This role includes assisting the CSPA Chair and Executive through:

- Supporting CSPA Council by reporting, developing, reviewing and implementing the strategic plan
- Managing CSPA events
- Developing consistent practices for the CSPA Secretariat
- Performing all other tasks as reasonably required by the Chair

## 4. REPORTING AND OTHER RELATIONSHIPS

The Executive Officer is responsible and reports to the CSPA Council through the CSPA Chair.

Other relationships of significance are:

- State and Territory Catholic Parent Organisations
- National Catholic Education Commission Leadership and staff
- Directors of State and Territory Catholic Education Commissions
- Catholic Religious Australia
- Bishops Commission for Catholic Education
- Commonwealth Department of Education
- Other parent bodies in Australia (ACSSO, ICPA, APC)
- Other relevant organisations e.g. ACARA, AITSL, AERO, Tertiary Institutions

## 5. AUTHORITY LIMITS

Authority is delegated from the CSPA Chair to enable the EO to produce the desired outcomes.

## SELECTION CRITERIA: EXECUTIVE OFFICER

CSPA is the peak national parent body for Catholic School Parents in Australia. CSPA is committed to representing and advocating on behalf of parents with children in Catholic schools across the nation. Our organisation strives to create a vibrant and supportive community that values the unique contribution of families in shaping the educational experience of their children and young people. As a progressive organisation with membership of State and Territory Catholic Parent Associations, CSPA is well placed to provide a national voice for its members.

- SC1** A demonstrated commitment to and support for the ethos of Catholic education and the role of families in the education of their children
- SC2** Demonstrated strategic leadership including skills in advocacy, negotiation, strategic planning and effective collaboration
- SC3** Demonstrated administrative experience and organizational skills including time management and capacity to prioritise tasks
- SC4** An ability to analyse policy documents and contribute to policy development at national level
- SC5** Demonstrated ability to advocate at a national level
- SC6** Demonstrated capacity and commitment to work both independently and in collaboration with others
- SC7** Excellent written and oral communication skills including working knowledge of Microsoft suite (including Teams), social media and electronic communication and highly developed interpersonal skills.

**The Job description can be found at:**

<https://cspas.schoolzineplus.com/cspa-executive-officer-job-description>

**Applications should include:**

- a cover letter of application addressing the selection criteria
- a full CV including all work history and qualifications
- contact details of three referees

**NOTE: There is potential for this role to become full time for an applicant with the necessary attributes.**

**Location is Flexible.**

**APPLICATIONS CLOSE AT COB FRIDAY MARCH 15**

Any queries should be directed to Carmel Nash 07 3905 9735 or 0421 633 915

**All applications are to be emailed to: [chair@cspa.catholic.edu.au](mailto:chair@cspa.catholic.edu.au)**