



Quakers Australia Coordinator

Quakers Australia (QA) is revisioning its support structures to assist organisational effectiveness and vitality within the Australian Quaker community.

We invite applications for the role of QA Coordinator to support the work of Quakers Australia, the body representing the Religious Society of Friends (Quakers) in Australia.

Role

This is a key role which provides assistance and support to the QA Presiding Clerk, the QA annual gathering, and other key committees and functions of QA. Key responsibilities include active engagement and wide liaison with the Quaker community, as well as coordinating papers, following up decisions, developing reports, and other duties as required.

Other functions associated with the role include:

- Maintaining and providing access to key documentation, including that requiring the guidance of the QA Archivist
- Supporting committees and other groups
- Maintaining lists of office holders and committee members.

Conditions

This ongoing position is for 27 hours per week and attracts an annual remuneration of \$62,338 including 11% superannuation. In addition, workers compensation and other employer costs will be paid by QA. The remuneration package will be paid monthly or fortnightly (as preferred by the successful candidate). Remuneration will be reviewed annually in line with CPI increases.

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

In addition, there is payment for reasonable out-of-pocket expenses, for instance that are incurred in the establishment and ongoing operation of a home office.

The position arrangements allow for the person to live anywhere in Australia.

Skills, experience and personal qualities

Applicants are expected to be in sympathy with Quaker values, to demonstrate respect for the spiritual practices of Quakers, and to be prepared to further Quaker witness in the contemporary world as part of their role.

This position requires demonstrated excellent communication and active listening skills as well as excellent interpersonal skills, including in online environments. Proven ability to supervise volunteers would be an advantage. It is expected that applicants will have excellent office skills, including managing databases and conducting online conferencing.

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. While there are support structures in place, it is expected that applicants will be able to discharge their responsibilities with minimal direct oversight.

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.

Applications

The role description, duty statement and other relevant information is on our website at <https://www.quakersaustralia.info/news/position-open-quakers-australia-coordinator>

Enquiries and applications for the position should be directed to the QA Presiding Clerk at clerk@quakersaustralia.info

The closing date for applications is **5.00 p.m. AEST Friday 12 April 2023.**

It is anticipated that the successful candidate will take up their role on 1 July 2023.