The Religious Society of Friends (Quakers) in Australia

Quakers Australia Staff Oversight & Support

The Purpose of this role is to monitor and support the work of the office staff of Quakers Australia (QA).

This is achieved by a variety of Functions including:

* Meeting regularly (e.g. fortnightly) with the staff
* Being the first point of contact for all human resources (HR), workload and welfare queries
* Monitoring workloads and wellbeing of paid staff
* Reviewing the effectiveness and efficiency of work arrangements and processes periodically (e.g. 6-monthly)
* Assisting the Presiding Clerk with prioritisation, allocation and resourcing of workloads
* Reporting periodically, and as requested, on staffing arrangements to the Presiding Clerk and Standing Committee.

Remuneration for this role: this is a **volunteer** role.

Skills, experience and personal qualities should include familiarity with good management practices and employer obligations including Fair Work principles, employee insurance and work health and safety requirements. Familiarity with the practices and organisation of Quakers Australia is required. The ability to create a welcoming and nurturing environment (mostly online) for employed staff, responsiveness to their needs, questions and any issues that arise, and excellent communication and listening skills are crucial in this supportive role.

Support for the position: This position is answerable to the QA Presiding Clerk. This position is nominated by the Presiding Clerk in consultation with the QA Nominations Committee.

More information is available on the QA website at <https://www.quakersaustralia.info/Transition/more-information>. Friends who feel called to this role are encouraged to contact QA Nominations Committee at [cnominations@quakersaustralia.info](mailto:cnominations@quakersustralia.info) .