Role Description: Executive Officer Spiritual Care Australia

Reporting to: National President SCA
Health Professionals and Support Services award, Level 4, Point 2. *Work from home, 15.2 hours per week (flexible) 0.4FTE*
Employee Name
Employee Signature *Date*
Manager's Name:
Managers Signature *Date*

Primary Job Purpose

The Executive Officer manages Spiritual Care Australia (SCA) on a day to day basis under the direction of the Board, and contributes to its effectiveness, reputation, viability and strategic development.

Context of the Position

SCA is the Australian peak body and professional association for practitioners in spiritual care. As a national organization SCA seeks to unify, consolidate, support, promote & encourage the development of spiritual care within the diverse multi-faith and secular milieu of Australia.

The focus of this position is an Executive Officer who has sound conceptual, technical, project management and people skills, and an understanding of the spiritual domain of life, and its influence and implications for wellbeing.

1 Number of Staff

The Executive Officer does not supervise any staff.

2 Stakeholders

Internal

- Board President of SCA
- Board and committees of SCA
- The Association Specialists, or Association management organisation contracted with SCA
- The Conference Co-ordinator contracted with SCA
- SCA Hubs
- SCA Members

- Potential SCA Members

External

- Other key/peak bodies in Australia with a relation to Spiritual Care, such as Spiritual Health Association, Meaningful Aging, ANZACPE and its state branches
- Potential for liaison with education providers regarding education in Spiritual Care
- Potential for liaison with international colleagues in similar organisations.
- Research and Advocacy Agencies

3 Level of Decision-Making

In consultation with the President on a case-by-case basis, scope and carry out various projects. Extent of decision making exists within the confines of that scope.

4 Special Requirements of the Position

The position requires the EO to have an adequate work area that meets OHS requirements regarding working from home. Whilst regular hours are helpful for managing expectations , from time to time, flexibility of hours will be necessary related to administrative and logistical support for events. Leave may not be taken immediately prior to and during major projects/events.

5 Key Selection Criteria

Qualifications and experience:

- Significant knowledge of spiritual care services sector or commitment to acquire the same through formal learning plan
  Qualifications or proven experience in management andMembership development
- Project management experience and expertise
- Event management experience and expertise
- Change management experience and expertise
- Leadership
- Excellent Presentation skills, (Verbal and written)

Demonstrated skills:

- A deep commitment to and understanding of the definitions of Spiritual Care as expressed through SCA publications.
- Excellent interpersonal skills, including highly developed negotiation and communication skills
- Ability to work productively with an Executive Committee
- Ability to establish and maintain positive working relationships with volunteer and professional practitioners, NGOs and government organizations.
- Commitment to ongoing professional development and continuous quality improvement
- Ability to prioritize workload

- Excellent IT and computer literacy skills (e.g. Microsoft Office programs) and ability to learn and effectively use new programs, such as the membership database and application program
- Excellent Social Media management and content development
- Excellent content development within a CMS system to maintain and improve the SCA website

Personal attributes and behaviours

- Excellent interpersonal skills that promote collegiality, harmony and positive working relationships
- Collaborative and hospitable toward those of diverse cultures, religions, beliefs, traditions and practices.
- Inclination to address situations of interpersonal conflict within the workplace and encourage reconciliation.
- A history of emotional stability, positive self-care, and an ability to maintain healthy professional relationships and boundaries.
- A commitment to the Vision/Mission of Spiritual Care Australia as communicated through its stated Values and Strategic Plan.

Desirable

- Marketing and public relations expertise
- Knowledge of suitable systems for the management of a national membership organization
- Membership and/or previous experience of SCA or its programs

6 Key Responsibilities, Tasks and Outcomes

6.1 Vision and Strategic Planning

- Contribute to the vision, mission and strategies of Spiritual Care Australia.
- With the Board, support the development of the SCA strategic plan.
- Effectively implement and evaluate this plan.

Outcome: Your contribution to the strategic development of SCA is valued by the Board and stakeholders.

6.2 Relationship with stakeholders

- Develop and maintain effective and ethical working relationships with stakeholders, including the Board, President, Committees, members, service providers of SCA
- Fulfill the responsibilities of an ethical and effective employer as required.

Outcome: Stakeholders enjoy working with you and your work with them enables them to be productive and effective in their roles that support SCA.

6.3 Governance

- Support the Board as required in the effective governance and strategic management of SCA.
- Monitor the governance responsibilities of SCA.
- Ensure the reports and minutes of meetings are clear, accurate and provided in a timely manner to Board members.
- The organisation's governance requirements are able to be met effectively because the Board is made aware of them in a timely way. (I believe this is part of TAS's role??)

Outcome: The Board feels well informed and has time to process essential information before making decisions.

6.4 Finance

- Work with stakeholders to explore and generate new income and funding opportunities for SCA for the benefit and advancement of the organisation
- Liaise with the Treasurer/Company Secretary and The Association Specialists to ensure that financial information such as annual budgets and regular reports are prepared for the board

Outcome: Legal/financial obligations of SCA are met.

6.5 Communication with Stakeholders

- Provide resources and information to stakeholders in a timely and effective manner, through meetings, one on one contact,regular news updates, website updates, presentations at conference and other professional development opportunities and through social media.
- Represent the interests of SCA members to relevant State and Federal agencies and other stakeholders.
- Convey any difficulties faced in servicing stakeholders promptly to the Board.

Outcome: Stakeholders value the services and information you and your office provide, feel adequately represented given the resources at your disposal and the Board feels well informed about the state of satisfaction of stakeholders.

6.6 Risk Management

- Support the Board in the effective management of risk to the organisation.
- Develop and implement an appropriate risk management strategy.
- Report regularly as required against that risk strategy.
- Proactively and promptly advise the board of any significant risk of which you become aware in the course of your duties.
- Risk management reports are a regular agenda item at Board meetings.

Outcome: Board feels well informed regarding risk.