

Job Description:

EXECUTIVE OFFICER

Interfaith Network (IFN) of the City of Greater Dandenong

The Organisation:

The IFN believes in harm prevention by educating and empowering people to strive for harmony, to come together and collectively engage in building trust aiming for relationships that endure beyond any differences. The IFN strives to achieve the vision of 'Many Faiths, One People' believing that peace, harmony and understanding have the power to prevent harm by uniting and including all people, bringing the stability so needed for the survival and development of humanity.

The role:

The Executive Officer will be required:

- To provide overall management, support, planning and leadership for all aspects of the IFN.
- To be the first point of contact for any interfaith/multifaith enquiries and promote the aims and objectives of the IFN.
- To supervise and lead the staff employed by the IFN to achieve their potential and maximum outcomes in their stated roles.
- To work with local faiths, spiritual traditions, other interfaith/multifaith organisations and community groups.
- To work closely with local government, agencies, and organisations to support existing and new programs and initiatives that enhance the role and function of the IFN.
- To ensure a welcoming and safe environment for all staff, volunteers, participants and visitors.
- To comply with IFN policies and procedures specific to services, community programs and activities as outlined in this position description and covering stated responsibilities.
- To comply with the Occupational Health and Safety (OH&S) regulations relevant to the position.

Major Responsibilities for the role:

- Plan and deliver against IFN objectives as set down in the IFN Sustainability Plan.
- Plan and deliver against objectives as set down in the Council Contract with the IFN.
- Work with the Executive Committee to ensure that the management and administration of the IFN is carried out in accordance with all reporting, accountability, and compliance timelines.
- Lead the application for, and implementation of, Deductible Gift Recipient Status for the IFN.
- Attend and support events (e.g., the Induction of the Mayor, reconciliation events and the Annual Gathering of the IFN).
- Oversee the co-ordination and delivery of all Tours of Places of Worship requested of the Network.
- Plan, develop and deliver:
 - Faith Leaders Annual Gathering
 - The Schools Annual Gathering
 - The Annual Interfaith Breakfast
- Co-ordinate the prayer roster for the City of Greater Dandenong Council meetings.
- Oversee the annual production of an up-to-date contact list for the IFN.
- Advise the Executive Committee on grant and fundraising opportunities for the IFN.
- Represent the IFN when required or delegated to do so.
- Keep in contact with faith leaders who are unable to attend IFN meetings and welcome faith leaders and communities who do not yet belong to the IFN.
- Develop relationships with other community groups, organisations and persons that align with the IFN's values and activities.
- Provide support and advice, where applicable, to other Interfaith Organisations and Networks.

- Manage the IFN office and be the first point of contact for any enquiries.
- Oversee Social Media promotions – e.g., website updates
- Oversee media and promotions – e.g., local papers.
- Ensure a safe work environment at all times.
- Ensure any accident/illness/incident is recorded and lodged with Executive Committee.
- Attend relevant meetings and professional development as required.
- Act in accordance with emergency evacuation practices and procedures at all times.
- Be dressed appropriately and comply with safety standards at all times.

Qualifications and Experience:

- Tertiary Degree in Social Science, Community Development, Education, Faith or a related discipline, or significant years of experience in a similar field.
- Experience and understanding in areas of faith, interfaith and multifaith settings preferred.
- Strong organisational and management skills including event planning and volunteer management.
- Excellent verbal and written communication skills, including ability to present and speak publicly and produce high quality written reports.
- Technology skills including the use of online meeting applications and computer programs including Microsoft Office, WordPress, and social media.
- Current Police Check required.
- Working With Children Check required.
- Level 2 First Aid Certificate required.

Specialist skills and knowledge:

- Demonstrated knowledge and experience in the interfaith/multifaith and community sector.
- Ability to work with people of diverse religious, spiritual and cultural backgrounds.
- Sound knowledge and understanding of the OH&S regulations relevant to the position.
- Ability to effectively communicate with a wide range of individuals and organisations.
- Ability to build positive relationships with IFN members, volunteers, participants and visitors.
- Empathy and cultural awareness, including the ability to liaise with and build trust and rapport with and between diverse faith groups, leaders, and volunteers in the community.
- Communicate at a professional level that is expected in an office and community environment.
- Maintain a high level of understanding, respect, and compassion.
- Ability to problem-solve and minimise risk.
- Ability to apply a high level of detail in both written and verbal communication.
- Ability to work independently and as a part of a small team.

Terms and Conditions:

- This position is subject to ongoing funding.
- The position is to be permanent part-time and may be terminated by either party, by giving the other four (4) weeks notice.
- The position is twenty-four (24) hours per week – over three (3) days per week.
- Participation and presence at before and after-hours events will be required.
- A probation period of six (6) months applies to this position.
- Drivers licence and car essential.

Enquiries: The Executive Officer

Email: executive@interfaithnetwork.org.au

Ph: (03) 8774 7662

Applications Close: Monday, 12 June 2023