



INTER-CHURCH COMMISSION ON RELIGIOUS EDUCATION IN SCHOOLS (NSW) Inc.

trading as **ChristianSRE**

ABN: 77 606 626 726 Incorporation No. INC9875780

Applications for this position should be emailed to: chair.iccoreis@outlook.com

Position Description – Executive Officer										
<p>The Commission exists to facilitate consultation and cooperation between Member Organisations aimed at the support, promotion, and ongoing development of quality Special Religious Education in Government schools in New South Wales whilst respecting the integrity of each Member Organisation and other Approved Providers.</p> <p>Our Vision is: for every student to have the opportunity to question, explore and discover the Christian faith for themselves</p> <p>Our Mission is: to work together as Christian Approved Providers to champion the provision of Special Religious Education in NSW government schools</p>										
Position Title:	Executive Officer									
Industrial Instrument and classification:	<p><i>Crown Employees (Teachers in Schools and Related Employees) Salaries And Conditions Award 2020</i></p> <p>Band 2.0 (Proficient) to Band 3 (Highly Accomplished/Lead) <i>(depending on qualifications and experience)</i></p> <p>Current salary rates for these Bands:</p> <table style="margin-left: 40px;"> <tr> <td><i>Band 2.0</i></td> <td style="text-align: right;"><i>\$88,935</i></td> <td style="text-align: right;"><i>plus super</i></td> </tr> <tr> <td><i>to Band 2.3</i></td> <td style="text-align: right;"><i>\$109,978</i></td> <td style="text-align: right;"><i>plus super</i></td> </tr> <tr> <td><i>Band 3</i></td> <td style="text-align: right;"><i>\$117,060</i></td> <td style="text-align: right;"><i>plus super</i></td> </tr> </table>	<i>Band 2.0</i>	<i>\$88,935</i>	<i>plus super</i>	<i>to Band 2.3</i>	<i>\$109,978</i>	<i>plus super</i>	<i>Band 3</i>	<i>\$117,060</i>	<i>plus super</i>
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Reports to:	ICCOREIS Board, the principal point of contact being the Chair									
Primary Purpose of Position:	Supporting, promoting and developing quality SRE in NSW government schools, by striving to achieve the goals in the ICCOREIS Strategic Plan.									
Special tools/equipment or conditions:	<p>General office equipment</p> <p>Customer Relationship Manager (CRM)</p> <p>attendance at some out of hours events may be required.</p>									
Relationships:	<p>Internal:</p> <p>Chair, Deputy Chair, Hon. Secretary and Hon. Treasurer (who together form the Executive)</p> <p>the ICCOREIS Board as a whole</p> <p>Representatives of ICCOREIS Member, Associate and Affiliate Organisations</p> <p>any and all employees and/or contractors to ICCOREIS</p>									

Relationships (continued):	External: Christian Church Denominations Christian Approved SRE Providers who are not otherwise linked to ICCOREIS Other Faiths – specifically non-Christian SRE Providers Government bodies (ACNC, DOE, etc.) External providers and Donors
Delegated Authority	The Executive Officer has delegated authority from the ICCOREIS Board for oversight of all expenditure within the approved annual Budget. An expenditure limit authority may apply.
Budget and/or revenue accountable for:	approximately \$200,000
Selection Criteria	
Essential Criteria: The Executive Officer must: <ul style="list-style-type: none"> • be a person of Christian faith and character, and attend regularly a Christian Church; • uphold, defend and, where appropriate, promote the Vision and Mission statements; • uphold the Commission’s expected behaviours, specifically behaving in a manner consistent with their denomination’s professional standards; • have leadership, administrative, business and financial skills; • demonstrate a track record of managing people; and • be a supportive team player with a hands-on, collaborative approach to work and relationships. 	
Desirable Criteria: It is desirable but not essential that the Executive Officer: <ul style="list-style-type: none"> • have experience in the management of organisations within the school education sector; • have a strong understanding of the workings and practice of a para-church organisation; • be well-respected and networked within Christian circles; and • have some qualification(s) in Christian theology. 	
Key Performance Obligations: The Executive Officer must: <ul style="list-style-type: none"> • progress the implementation of the Commission’s Strategic Plan, including showing competence and judgement in the implementation of strategies to achieve the goals therein; • exhibit Christian diligence and integrity in all aspects of their work; • assist with the framing and careful management of the annual budget; • encourage ways to grow the Commission’s income and other resourcing, including through fundraising and appropriate marketing strategies and activities; • assist the Commission in understanding, monitoring and managing the risks affecting it and, where feasible, proactively work to reduce them; and • assist the Commission to operate in compliance with all laws and regulations relevant to its objects and its operations. 	

General Responsibilities:

The Executive Officer is accountable and responsible for:

1. Providing professional services to all members, associates and affiliates, including:
 - providing phone advice and practical help in keeping with NSW DoE Procedures
 - communicating meeting details, updates, best practice and occasional alerts
 - facilitating networking between member providers and others
2. Administration of meetings in collaboration with Executive, including
 - organising venues and giving notice of meeting in keeping with calendar
 - preparing the Agenda and other meeting papers in cooperation with the Chair
 - creating and circulating the minutes in cooperation with the Secretary
3. Participation in Meetings (Commission, Board and sub-committees as required):
 - lead the meeting as required and/or advise as requested
 - prepare the meeting space and provide hospitality as required
 - attend meetings and ensure the minutes are appropriately recorded
4. Communications and Correspondence in cooperation with the Board
 - draft minutes, member updates and executive correspondence
 - maintain ICCOREIS and CSRE websites as well as social media
 - prepare reports and media releases
5. Project Management
 - conduct plans, research and report projects
 - outsource and contract when necessary
 - meet deadlines as set by the Board and Executive
6. Act in the capacity of the Public Officer in accordance with ASIC and ACNC requirements
 - advise the Members, Board and Executive on compliance requirements and responsibilities
 - oversee all regulatory requirements of ATO, ACNC, ASIC, NSW Dept of Fair Trading
 - Civil and Church laws, procedures and guidelines for the provision of services
7. Liaise with and host Donors in collaboration with the Board
 - update donors on a regular basis in cooperation with the Chair or Deputy Chair
 - refer donors and their comments, concerns and complaints to the Board
 - manage budgets for projects
8. Assist with the management of finances
 - work within approved budgets for operations and projects
 - maintain financial records as required by Hon. Treasurer
 - assist with annual and periodic financial reporting
9. Assist with coordination of Combined Christian SRE Coordinators
 - small member and non-member Christian Church providers
 - overlapping and gap filling in conjunction with Approved Providers
 - distributing SRE Information, promotional and recruitment material

10. Continuously monitor SRE 'stakeholder' groups in NSW including but not limited to:
- the NSW All Faiths Group
 - the NSW Teachers Federation
 - the Federation of Parents & Citizens Associations of NSW

Acknowledgement

I understand and accept the responsibilities as outlined in this position description.

Name	
Signature	
Date	