



John XXIII
College

Seek Justice

EMPLOYMENT OPPORTUNITY

JOHN XXIII COLLEGE FOUNDATION INC. EXECUTIVE OFFICER

Ongoing Part-time Appointment (FTE 0.4)

JOHN XXIII COLLEGE FOUNDATION INC is seeking a passionate, dynamic and innovative, Executive Officer who demonstrates proven operational and administrative experience, gained in a similar role. This position forms part of an inclusive, supportive and values based environment, reporting to the Business Manager of John XXIII College and the Board of the John XXIII College Foundation Inc.

Position Objective:

To provide support to realise the college Foundation strategic objectives, by proactively engaging with both current parent/guardian cohort and form students and parents of the JOHN XXIII College community to clearly communicate Foundation objectives and attending to operational actions.

Successful Candidate Credentials:

To be successful in this role you will have:

- Relevant qualifications;
- A satisfactory National Police Clearance;
- A current Working with Children clearance;
- A willingness to undertake Mandatory Reporting training; and
- Appropriate Australian work rights.

Selection Criteria:

To be successful in this role you will demonstrate the following:

- Active support for the Ignatian (both Loreto & Jesuit) heritage of the John XXIII College;
- Recent previous experience in a similar role with prior fundraising experience;
- Extensive administration experience with advanced Microsoft Office suite knowledge;
- Extensive relational database experience;
- Strong communication and interpersonal skills;
- Advanced organisational, planning and time management skills; and
- Ability to work cohesively within a team or autonomously.

Employment Conditions and Benefits:

John XXIII College community provides a supportive, inclusive, stimulating and spiritual work environment, with access to outstanding facilities and resources to enable academic excellence, in beautiful Mt Claremont.

The employment terms and conditions are governed by the Roman Catholic Archbishop of Perth Non-Teaching Enterprise Bargaining Agreement 2014.

Applications:

If you are interested in this outstanding opportunity, please include the following in your written application:

- Covering letter addressing the Selection Criteria (Maximum two A4 Pages);
- Current Resume; and

Please submit your application to John Cumming (john.cumming@cewa.edu.au) by 4pm, Friday 5th October 2018.

GREAT MINDS

Good hearts