

# NCSMC

## National Council of Single Mothers and their Children Inc.

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### **Job and Person Specification**

#### **Executive Officer**

#### **National Council of Single Mothers and their Children Inc.**

Part Time Contract Position: 0.6 FTE

Subject to (1) Organisation Funding (2) 3 Month Probationary Period

**AWARD:** SA Community Services Award

**CLASSIFICATION:** Level 5

**RESPONSIBLE TO:** The Executive Body of the National Council of Single Mothers and their Children Inc. which is currently based in Adelaide, SA

#### **Position overview:**

- The Executive Officer has a pivotal role in managing the current direction of the organisation as well as facilitating planning for the future of the organisation
- The Executive Officer acts as a conduit of information and advice between government, the community and the organisation where single mother issues are concerned
- The Executive Officer liaises with member organisations in the development of policy and organisational links to achieve a developed and sustainable national single mother network.
- The Executive Officer will be required to travel interstate to represent the organisation and single mothers and their children.

#### **Key Responsibilities:**

- Provision and dissemination of information to members, government, media, community agencies and organisations
- Policy planning and formulation on behalf of membership and wider single mother community
- Research and analysis of government policy and programmes, social trends, sole parent issues

- Advocacy on behalf of single mothers, sole parent families and member organisations
- Acquittals and written reports as per funding agreements
- Report to funding bodies
- Preparation of core funding submissions and project funding applications
- Consultation with members, policymakers, business, welfare sector and particular sub-populations within single parent families (eg adolescent children of single mothers, NESB single parents, ATSI single parents etc)
- Representations on working parties, forums and panels with respect to issues affecting single mothers and their children.
- Referral of individual members, media, government and community organisations and agencies to appropriate sources of needed input.
- Supervision of projects
- Recruitment, supervision and management of NCSMC staff
- Oversee administration of solomothers email list
- Liaise with and support member organisations to achieve a developed and sustainable national network
- Linking and supporting members, government and other agencies of organisations concerned with sole parent issues
- Community education through media activity, attendance at public events, participation in community forums, lectures at universities, schools and service organisations
- Provision of information and resource lists
- Research into specific issues affecting single mother and other sole parent families
- Administer correspondence
- Administer and report to secretariat

### **Selection Criteria:**

#### **(a) Skills:**

##### **Essential**

1. A commitment to the interests of single mothers and their children
2. Ability and proven experience in individual and class advocacy
3. High level of written and verbal communication skills
4. Excellent negotiation and conflict resolution skills
5. Self motivated, well organised and effective personal management skills
6. Skills in social planning and community development
7. Ability to work as a team member
8. Group work skills
9. Initiative to be enterprising and innovative
10. Good report writing, record keeping and time management skills
11. Computer skills - Work, Email, Internet

## **Desirable**

12. Web page expertise

## **(b) Knowledge:**

### **Essential**

1. Knowledge of political systems and advocacy process
2. Knowledge of single mother issues: family court, child support, income support, violence, education and training, employment, housing, sexual abuse and sexual violence, disadvantage
3. Knowledge of community development

### **Desirable**

4. Knowledge of the community sector
5. Knowledge of the needs of culturally and linguistically diverse populations

## **(c) Experience:**

### **Essential:**

1. Experience and understanding of the provision of policy advice to government and the wider community
2. Experience in lobbying and advocacy
3. Experience in the preparation of funding submissions
4. Experience in research and the preparation of reports
5. Experience in mechanisms for community participation

## **QUALIFICATIONS:**

Relevant tertiary qualifications in the social sciences

Eligibility for membership of the organisation viewed favourably