

# AUSTRALIAN LUTHERAN WORLD SERVICE

## Selection Criteria for the part-time position of COMMUNITY ACTION OFFICER – EDUCATION: SA, NT & WA

Australian Lutheran World Service (ALWS) is the overseas aid and development agency of the Lutheran Church of Australia (LCA). It was established in 1950 and is based in Albury, NSW. A key strategic goal of ALWS is to inspire and enable the Lutheran family, including Lutheran schools, to reach out in love for justice.

The applicant should address their application for the position to the following criteria and be prepared to demonstrate their qualifications and experience at any subsequent interview.

Applications should be submitted to [alws@alws.org.au](mailto:alws@alws.org.au) by 12 noon 25 November 2019, including the following:

- CV and qualification certificates
- Synopsis of experience related to the selection criteria
- Names and contact information of three referees, one of whom should be their pastor.

### **Qualifications**

The Community Action Officer – Education: SA, NT & WA will be a qualified and registered teacher.

### **Values & Principles**

The Community Action Officer will be willing to work within an organisational environment underpinned by strong values on Christian social responsibility in an uneven world, and conduct themselves in a manner consistent with them. These are grace, respect, open and honest communication, awareness of self and others, and teamwork. S/he will be able to live out these values in their work, and be able to speak to these values and principles when necessary.

ALWS is a child safe organisation. The successful applicant will be required to undertake regular working with children and criminal record checks, and sign the ALWS Code of Conduct.

The Community Action Officer must have a strong understanding of, and passion for, sound development principles, and actions to seek justice for the poor and marginalised. This includes an understanding of how and why these actions are based on Christian values.

### **Educational skills**

The Community Action Officer will have appropriate ability, demonstrated experience or clear potential in the following areas:

- Teaching effectively in the Lutheran school system, to ages from Early Learning to Year 12, and to groups ranging from 5 to 500
- Developing and creating engaging, educationally-sound curriculum material that fits key curriculum criteria
- Excellent organisation and time-management
- Building relationships, and working effectively, with formal and informal leadership in Lutheran schools and churches

### **Community Action skills**

- Exceptional communication and facilitation skills, with a wide range of audiences
- Understanding of basic fundraising techniques, or willingness to learn
- Ability to work as part of a team that operates remotely
- Ability to balance competing priorities to consistently meet deadlines

### **Location / Travel**

The Community Action Officer – Education: SA, NT & WA will be based in South Australia, working either from home or an office to be arranged. This role requires extensive travel across the region, sometimes at short notice. Therefore:

- Flexibility and willingness to respond quickly, and travel widely and potentially far, to maximise opportunities to be in schools for ALWS, is essential
- There will also some interstate travel, and potentially occasional overseas travel.
- Drivers license required.

ALWS offers TOIL (Time Off in Lieu) for work on weekends.

### **Work Days**

The Community Action Officer – Education: SA, NT & WA is currently funded as a 0.6 FTE position, with potential for expansion in the future. As the role is responsive to the needs of schools, ideally the successful applicant will have flexibility in his/her days of work.