



# JCMA

## Jewish Christian Muslim Association of Australia

**Patron: Sir James Gobbo AC CVO**

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### JCMA Schools Program Education Officer Position

**Position Title:** JCMA Education Officer - Part time

**Reports To:** JCMA Executive Officer

**Employment Location:** East Melbourne

**Applications Due:** 3<sup>rd</sup> November 2017

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#### The Jewish Christian Muslim Association of Australia (JCMA)

The Jewish Christian Muslim Association of Australia (JCMA) is a not for profit, volunteer based organisation. The JCMA aims to prevent emotional and physical abuse arising from religious intolerance and cultural discrimination. JCMA programs and events draw together members of the Abrahamic faiths in dialogue and create a shared experience that builds relationships based on mutual respect and understanding.

#### JCMA Schools Program

The Schools Program has been running since 2007 delivering workshops for primary and secondary schools in Melbourne and regional Victoria. The program is designed to enhance young people's understanding and acceptance of different faiths and cultural traditions and JCMA provides a range of workshops featuring Jewish, Christian and Muslim presenters. Students have the opportunity to see three presenters interacting respectfully and harmoniously and have an opportunity to ask questions which can address typical stereotypes and prejudices.

#### 1. Summary of Primary Purpose Of The Position

To manage, develop and promote the JCMA Schools program and Professional Development workshops for teachers in Melbourne and regional Victoria.

#### 2. Key Responsibilities/Duties

##### Co-ordinate and Manage JCMA Schools Workshops

- Liaise with schools and presenters to coordinate the delivery of JCMA workshops in primary and secondary schools in Victoria
- Conduct workshop follow-up i.e., feedback questionnaires, testimonials, update website and promotional material
- Report weekly to the Executive Officer on activities and bookings
- Develop and maintain relationships with primary and secondary schools in Victoria
- Manage the use and care of JCMA presentation equipment

#### Sponsoring Organisations:

Jewish Community Council of Victoria

Victorian Council of Churches

Islamic Council of Victoria

### **Manage & Coordinate JCMA Schools Presenters:**

- Manage ongoing relationships with school presenters
- Manage recruitment of new presenters
- Work with JCMA Executive Officer to plan and deliver training sessions, coordinate the training days and prepare follow up reports as required

### **Manage Office Administration, Meetings & Reports**

- Manage office administration keeping all schools program documentation filed and up to date
- Respond to emails and enquiries about the JCMA schools program in a timely manner
- Attend Schools Committee meetings, take the minutes and distribute
- Compile reports for the Executive Officer, Schools Committee and JCMA Board
- Provide information, statistics and progress reports on the schools program as required

### **Education and Schools Program Marketing**

- Develop and implement an annual marketing plan in conjunction with the Executive Officer for the schools program to generate referrals and workshop bookings
- Develop and manage relationships with key stakeholders as required
- Develop marketing materials for the schools program
- Prepare and manage a data base to keep the schools program contact database up to date
- Identification and preparation of funding and grant proposals to fund the schools program

## **3. Selection Criteria, Skills, Experience and Knowledge Required**

- Ability to work with people from diverse religious and ethnic backgrounds
- A commitment to the benefits, values, and JCMA principles of interfaith engagement  
<http://jcma.org.au/principles-of-dialogue/>
- Good administration skills, comfortable using Microsoft word, Outlook, Excel, survey monkey and other software as required
- Flexible and self motivated, able to work proactively with the management team and liaise and negotiate effectively with a wide range of people and stakeholders.
- An organised self-starter with an ability to develop and maintain an effective work plan and to work well under pressure to meet deadlines
- Ability to communicate in a persuasive and compelling way to effectively promote and deliver the workshop program to school principals and teachers
- Excellent written communication skills for a range of communications including for report writing, grant/funding submissions and promotional material
- Knowledge and experience working in the education and schools sector preferable but not essential
- Tertiary Qualification
- Current Working With Children Check required at all times

## **4. Conditions and How To Apply For The Job**

Salary is \$27.50 per hour, plus 9.5% superannuation for 12 hours a week position. Working from JCMA office in East Melbourne some out of hours work for meetings and events may be required. Annual leave is 4 weeks leave pro rata per annum. Commencement ASAP with a probationary period of 3 months. Applicants to provide the following:

1. A letter addressing each of the skills and experience criteria listed above
2. A CV of educational qualifications and previous work experience
3. A list of at least three (3) referees and their contact details

Applications are due 3<sup>rd</sup> November 2017. For enquiries and to make an application email the JCMA Executive Officer at [executiveofficer@jcma.org.au](mailto:executiveofficer@jcma.org.au) or call (03) 9287 5590.