



FECCA - the national, peak body representing and advocating for Australia's culturally and linguistically diverse communities - seeks to employ a Director. FECCA is an apolitical, non-government, not-for-profit agency that promotes multiculturalism, community harmony, human rights and social justice in the interests of all Australians.

DIRECTOR

The FECCA Director will be responsible for management of the national office which provides secretariat support to the FECCA Executive. The Director will represent and contribute on behalf of the organisation on committees, think tanks and at meetings; oversee communication activities and publications; generate and co-ordinate policy development and submission preparation; manage special events; help to maintain strategic partnerships and will draft speeches, reports, articles and other documentation.

FECCA is looking for an exceptional person with motivation, experience and commitment to cultural diversity and its associated values. This position will offer the right applicant excellent opportunities to use a wide range of high-level skills and to demonstrate their energy, creativity, communication, interpersonal, leadership and policy capacities.

The position is based in the Canberra FECCA head office. Consideration might be given to an alternate base, either in Sydney or Melbourne, but only in exceptional circumstances.

To view the selection criteria please visit the FECCA website at www.fecca.org.au . An attractive salary package is available.

Applications should be marked personal and confidential and send to FECCA Chair
C/O: Level 1, 93 Norton Street Leichhardt NSW 2040.

Please address the key selection criteria and include contact details of at least two current referees.

Applications due: close-of-business 25th January 2012.

FECCA DIRECTOR

Job Description

FECCA is the peak body which represents diverse multicultural communities in Australia. FECCA's national office is located in Deakin (ACT) and is responsible for a range of activities including providing secretariat services to the Executive, lobbying government and its agencies, business and the non-government sector and promoting access and equity for all Australians from diverse cultural and linguistic backgrounds. FECCA supports the national agenda in multiculturalism including the promotion of racial, religious, ethnic and cultural harmony in the community.

The national office is staffed by a small and professional team. It is a busy work environment that requires exceptional skills of a Director who is supported by an Executive Assistant.

The role of the Director is an exciting yet demanding one; it represents an excellent opportunity for a motivated and skilled employee to rapidly escalate their experience and public profile.

The Director will be obliged to follow the directions and to implement the decisions of FECCA's Executive Council which meets 3 or 4 times per annum and to work closely with the public face of the organisation: the FECCA Chair. At the same time, the FECCA Director has considerable status and responsibilities, representing the organisation across Australia, providing leadership, intellectual and moral weight in public debate relating to multicultural policy, cultural diversity values and access and equity legislation.

The Director will oversight the major communication activities, the sub-programs, the policy development and reports of the organisation. He or she will liaise with politicians, senior bureaucrats, academics, heads of other peak agencies and community representatives. The Director will be expected to monitor and juggle the considerable demands and the expectations of the position while maintaining output and high standards of accountability, probity and professionalism.

The position will be for 37.5 hours per week although at times it will be necessary to work longer hours and/or out-of-office. The Director will receive a fixed salary, based on a minimum one-year contract (that will be extended after the first year assuming performance agreements are met).

FECCA adheres to the principles and practices of equal employment opportunity, industrial democracy and occupation health and safety. The Director will be protected by these practices and will also be expected to apply them to their colleagues in the workplace.

FECCA DIRECTOR

Duty Statement

- Work closely with, and to, the FECCA Chair providing advice on issues as well as following directions as identified by the Chair and/or the Executive
- Provide secretariat support to an elected Executive Council, this will involve:
 - consulting on, and preparing, agendas
 - taking minutes at meetings and preparing these for distribution
 - organising and overseeing meetings (venues, travel, catering etc)
 - implementing Executive decisions in an expeditious manner
- Monitor FECCA's principal funding contracts, develop and implement strategic workplans to deliver on these agreements
- Provide intellectual, analytical and creative input into the development of policies relating to multiculturalism
- Manage a team of professional staff
- Assist with the development of submissions - either through drafting or presentation at committees (eg: at Senate enquiries)
- Represent, provide advice and advocate for FECCA values and community concerns at consultations, working/standing committees or similar fora
- Provide general direction and oversight of communication activities (ie: media releases, website, *Australian Mosaic* magazine)
- Provide general direction and oversight of major events
- Work closely, respectfully and consensually with associate and affiliate member organisations as well as multiple strategic partner agencies and individuals
- Deal with the media in consultation with the Chair
- Undertake (and often co-ordinate) substantial drafting of policies, reports, correspondence, presentations/speeches, articles and minutes
- Develop annual budgets, monitor and report against these budgets
- Monitor, and help decide appropriate responses to, the flow of information, correspondence and requests for FECCA input



FECCA DIRECTOR

SELECTION CRITERIA

Essential Criteria:

1. Experience running an organisation (a government unit or NGO) including managing and leading a small team of staff for a minimum of two years
2. Proven experience and achievements managing programs or complex events
3. Strong ability to undertake strategic planning
4. Strong ability to develop and monitor budgets
5. Experience providing high level secretariat support
6. Experience and achievements in networking and building strong strategic partnerships
7. Exemplary interpersonal, negotiation, liaison, representation and oral communication skills
8. Exemplary written communication skills demonstrated (inter alia) through policy, submission, correspondence and report drafting
9. Solid understanding of government process, how NGOs work, and the advocacy and policy development process
10. Ability to effectively use the range of common Microsoft office software
11. Ability to handle several jobs at once, to be highly self-motivated, flexible and to be able to work under pressure in an often stressful and busy environment
12. knowledge how the media works, and an ability to achieve an appropriate public profile for FECCA
13. Sound knowledge on the principles and programs associated with multicultural policy
14. Ability to deal with tact with a wide range of stakeholders, many of whom may be of a culturally, linguistically, racially or religiously diverse backgrounds

Desirable Criteria:

15. Tertiary qualifications in a relevant discipline
16. Knowledge of the principles and practices of equal employment opportunity, industrial democracy and occupational health and safety and a capacity to implement these in a work environment.