

## **STATE EXECUTIVE OFFICER**

*Knights of the Southern Cross (WA)*

*Permanent Staff position (Full-time)*

*Vision Statement: To be a strong and faith-filled fraternity committed to serving our Church throughout Australia.*

*The Order of the Knights of the Southern Cross in Western Australia is Catholic a membership driven, service organisation. The Orders' works are centred on chivalrous virtues of prudence, faith, justice, fortitude and temperance in all its charitable works. It strives to serve the wider community and support those in need.*

To help enable The Orders' growth strategy, the Order seeks to appoint a suitably experienced State Executive Officer (SEO) to be based in our character office in South Perth.

Reporting to the State Chairman and State Council, this role will lead a small office team and have the support of experienced advisors to strengthen and sustain our membership base.

### **Your Responsibilities**

- To enable and sustain our membership base and a vibrant fraternity in WA, you will help initiate new member branches, and sustain existing member branches
- Manage and execute the day to day operations and functions of the order through the direction of Council
- Manage and support a small office team consisting of an administrator and financial analyst
- Help coordinate and maintain Order finances to ensure financial compliance, as well as operational and statutory reporting
- Assist with branding and marketing activities to promote the awareness of the Order
- Represent the order as required at significant events and activities within the Catholic Archdiocese of WA

### **Your Key Challenges**

- Develop and implement a suitable business development strategy to help achieve the membership growth and retention objectives of the strategic plan
- Build relationships with existing Order members and cultivate new relationships with suitable member prospects
- Leverage digital media and contemporary strategies to build awareness of the Order within the Archdiocese of Perth

### **To be successful, you will possess**

- Strong knowledge of Catholic parish life and the Catholic faith;
- Demonstrated success in the operations management of a similar membership-based organisation is highly desirable

- A track record of success in strategically building the membership base of a similar member-based service organisation is highly desirable
- Demonstrated success managing and building relationships with diverse stakeholder groups to help achieve business objectives
- Prior success in effectively employing marketing and branding strategies and tactics to elevate brand awareness with a target audience either individually or in partnership with a vendor is highly desirable
- Working experience in ensuring financial, legal and fiscal compliance with a similar organisation is highly desirable
- Excellent written and verbal communication and influencing skills
- Strong teamwork ethos to consistently deliver business outcomes as a member of a small team
- Ability to manage conflicting priorities and expectations
- Working competency in managing digital social media and MS Office tools (ie: Outlook, Word, Excel)

The successful applicant must have exceptional ethical standards, high personal integrity, and a passion for KSC WA's objects. Strong networks in the Catholic community will be well regarded. The successful applicant will also be available to attend events and branch meetings in the evenings and on weekends on a semi-regular basis in the performance of their duties.

Please apply by sending your cover letter and CV to <[applicants@gracehr.com](mailto:applicants@gracehr.com)>. If you have any queries, please contact Laura Craig on 0401 404 002.

Please Note: The successful applicant will be required to obtain a Working with Children Check and a Police Clearance.