



**School Library  
Association**  
OF NEW SOUTH WALES

School Library Association of New South Wales  
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**EXECUTIVE OFFICER, SCHOOL LIBRARY ASSOCIATION OF NEW SOUTH WALES**  
**Expression of Interest Information Sheet**

**CALLING FOR EXPRESSIONS OF INTEREST**

The School Library Association of NSW (SLANSW) is a professional association centred on professional learning, advocacy and research. SLANSW has been an independent voice for school libraries and teacher librarians in New South Wales since 1964. SLANSW's mission is to promote the professional interests of teacher librarians and support staff in school libraries, and to achieve this SLANSW:

1. Provides a forum for teacher librarians and support staff;
2. Promotes and strengthens the standing and qualifications of teacher librarians and support staff;
3. Advocates on matters relating to the profession;
4. Promotes the education and professional learning of teacher librarians and support staff;
5. Promotes research to advance the profession; and
6. Promotes quality teaching and learning.

As the independent and cross-sectorial representative of school libraries and their staff, SLANSW is managed as an incorporated association by an Executive Committee and a Management Committee which is staffed by volunteers from the profession. The SLANSW Management Committee is seeking a highly motivated person who is passionate about the Association's mission and what we are trying to achieve on behalf of our membership. SLANSW receives no operational funding from the government, and derives its support from individuals, schools and organisations from the education and library sectors through member subscriptions, sponsorship and professional learning events.

## **EXECUTIVE OFFICER ROLE**

As Executive Officer you will be the first point of contact for the SLANW and will have an excellent overview of the status of teacher librarians and current issues facing school libraries in NSW. To be successful in this position you will need to be a self-motivated person with a passion for teacher librarianship and an interest in school library advocacy, policy and funding matters.

You will also possess experience in office management systems, website design and management, event organisation, and communication strategies. Experience using a membership management system such as Wild Apricot is desirable.

This position will suit a person with a home office who is seeking part-time work in supporting the management of a professional association in the education/library sector, and who can provide contracted services via their own ABN with the contract covering both salary and operational budget as specified below.

## **APPLICATION PROCESS**

Expressions of interest are due 5pm Monday 6 January 2020 by email to SLANSW Vice President – Operations, Dr Lyn Hay at [lyn\\_hay@live.com](mailto:lyn_hay@live.com).

Expressions of interest must demonstrate your ability to undertake the key services the Executive Officer is expected to provide (maximum two pages) and include a CV (maximum three pages), with two referee contacts.

For further information about the role, please contact Vice President – Operations, Dr Lyn Hay at [lyn\\_hay@live.com](mailto:lyn_hay@live.com) or 0412034595.

## **PURPOSE OF THE EXECUTIVE OFFICER ROLE**

To provide a range of high level executive, secretariat, and program/project support services to the Association's Executive and Management Committees, including the provision of committee, membership and website management support, managing communications and implementing strategies to support the achievement of the Association's strategic and operational objectives.

## **SERVICES TO BE PROVIDED AND REQUIREMENTS OF THE POSITION**

The Contractor will assist the Executive and Management Committees of SLANSW in communicating and advocating school library and teacher librarianship issues on behalf of Association members. The agreed fee (as outlined below in the section 'CONTRACT AND CONDITIONS' will remunerate the Contractor for an average of 10 hours per week for the following responsibilities and services as negotiated during the period of the agreement.

### **Responsibilities:**

- The EO will report directly to the Executive Committee through the President.

- Oversee the management of the Association's Wild Apricot online platform, including management of membership and event pages and invoicing/receipt transactions; the creation, publication and dissemination of Association online content on website and social media; and desktop processing, publishing and promotion of Association publications such as journals, e-newsletter and email announcements.
- Support the administrative needs of the Executive Committee, including the President, Vice Presidents, Treasurer and Secretary.
- Support the administrative needs of the Public Officer (as required).
- Build strong connections and positive working relationships with people inside the Association and with external parties.
- Managing communication activities of SLANSW.
- Provide support and guidance where relevant to the numerous committees within SLANSW.
- Attend Executive and Management Committee meetings, and AGM meetings as required.
- Oversee the activities of the Association to help ensure that it meets all its corporate governance and compliance requirements, and operates effectively on a day to day basis.

**Special requirements:**

The person contracted as the Executive Officer can be a member of SLANSW but cannot hold a committee position within the Association at the same time they are contracted as the Executive Officer.

**Administrative arrangements and home office requirements:**

Because it is a small association, SLANSW has no physical office of its own. Most of the business of the Association is conducted online, with some phone and videoconferencing communication. Most of the Association's business is undertaken by members working as volunteers under the guidance of the Executive and Management Committees. The only paid members of the team is the Executive Officer.

To be eligible to apply for this contract, the applicant must have their own ABN and agree to the contract being offered to cover both salary and operational budget as specified below.

It is expected that the Contractor already has an established home office with computer equipment with current software, and the capacity to send/receive confidential emails and access the Association's online membership and website management platform. The Executive Officer's computer should also be equipped with a microphone and speakers/headphones, and sufficient bandwidth to carry voice and data for online meetings.

It is also expected that the Contractor has access to a mobile phone to make and accept phone calls with the Association's Committee and membership, as required.

**CONTRACT AND CONDITIONS**

In 2020, a contracted position of \$5,000 per school term (calculated as a 12 week period per term) for four terms per year (total \$20,000).

Each term is calculated as a 12 week period which equates to an average of 10 hours per week, resulting on average as 120 hours per term. This equates to an hourly rate of approximately \$41.66 per hour.

For the full 2020 year, the contract equates to 48 weeks of work, with the Contractor negotiating the remaining four weeks as leave. Note the Association's Executive Committee will make arrangements to cover the work required during the four weeks that the Executive Officer is on leave per annum.

Given this is a new position (which may require some adjustment due to workload versus hours per term), the SLANSW will offer an initial contract for Term 1 and 2, 2020 (\$5,000 per term x 2 = \$10,000) and evaluate the contract hours, responsibilities, administrative arrangements and performance of the EO position and contractor in early Term 2 to determine a continued contract for the remainder of 2020 (Term 3 and 4).