



MercyWorks

SISTERS OF MERCY  
IN AUSTRALIA & PAPUA NEW GUINEA

## **EXECUTIVE DIRECTOR – Mercy Works Ltd**

**Employer:** Sisters of Mercy in Australia and Papua New Guinea

**Work Type:** Full time executive position which involves extended hours, evening and weekend meetings, overnight absence and interstate and overseas travel

**Sector:** Not for Profit (NFP), International Development

**Location:** Parramatta, New South Wales

**Job posted on:** October 24 2018

**Applications close:** November 14 2018

### **The Organisation:**

Established in 2000, Mercy Works is the development arm of the Sisters of Mercy in Australia and Papua New Guinea. We partner with challenged communities in Papua New Guinea, Timor-Leste and Australia to promote justice and self-reliance. It is our vision that the communities we work with all have equal access to basic human needs such as education, health care and social welfare. Mercy Works is a member of the Australian Council for International Development (ACFID) and a signatory to the ACFID Code of Conduct, which commits international aid and development organisations to good standards of governance, transparency, accountability and effectiveness.

### **The Role:**

The major elements of the role include:

- Promoting the Mission of Mercy Works
- Developing the potential of Mercy Works to foster partnerships to manage and extend Mercy Works projects in Australia and overseas
- Ensuring the implementation of the short and long term strategic goals set by the Mercy Works Board
- Effectively managing relationships with all levels of governance
- Managing relationships and compliance with regulatory bodies
- Ensuring the effective financial management of Mercy Works
- Ensuring the integrity of Mercy Works in its legal and reporting responsibilities
- Managing the staff and volunteers of Mercy Works

#### About You:

To be successful in this role you will have the following skills:

- Strategic Planning
- Organisation development
- An understanding of International Development
- Collaborative and team leader skills
- Verbal and written communication skills
- Facilitation skills
- Negotiation skills
- Data gathering and analysis skills
- Interpersonal skills
- Ability and experience in the operation of organisation software for communication, word processing, desktop publishing and presentation, and fundamental financial accountability and modelling
- Resource management and organisational skills
- Thinking and conceptual process skills
- Discretion in dealing with confidential material

The essential qualities and knowledge you will need are:

- Understanding of and commitment to Mercy charism and ministries
- Understanding of Change Management
- Integrity and honesty
- Enthusiasm and self motivation
- Knowledge and appreciation of contemporary International Development issues
- Understanding of the nature of confidentiality and discretion
- Evidence of personal professional learning in areas relevant to this role.

A National criminal record check, child related screening and a current drivers licence are requirements for this position.

If you are a passionate individual, committed to Mercy ethos and looking a rewarding ministry in a family friendly organisation, we would love to hear from you. A full stipend is paid for this position.

How to apply for this role:

If you would like to be part of the Mercy Works team, please contact the Board Chair, Kathleen Donnellon at [mwch@mercy.org.au](mailto:mwch@mercy.org.au) Please ensure you attach a current resume and covering letter that addresses the role's skills and qualities.