



Australian Association of Social Workers

Incorporated in the ACT
ACN 008 576 010
ABN 93 008 576 010

National Office
Suite 17b National Press Club
16 National Circuit, Barton ACT 2600
Postal Address
PO Box 4956, Kingston ACT 2604

Telephone 02 6270 7200
Facsimile 02 6273 5020

Email: aaswnat@aasw.asn.au
Website: www.aasw.asn.au

Calls for expressions of interest

Branch Coordinator Position Statement and Selection Criteria

AUSTRALIAN ASSOCIATION OF SOCIAL WORKERS (AASW) ACT BRANCH

The ACT Branch of the AASW requires a self motivated, innovative and well organised person to undertake the position of Branch Coordinator for 10 hours per week, commencing ASAP.

The Branch Management Committee (BMC) invites a brief expression of interest (2 pages) plus a current CV. The 2 page expression of interest should:

- summarise your experience and skills
- outline the reasons you are interested in the position, and
- include contact details for two referees.

The Branch Coordinator is based at the AASW National Office in Canberra City however the position is flexible and a work from home arrangement is negotiable for some of the hours.

About the AASW and Social Work

The AASW is the professional representative body of social workers in Australia. It has a Code of Ethics which contains a set of principles agreed to by all members, which guide social work practice. The objectives of the AASW include promoting the profession of social work, providing an organisation through which social workers can develop a professional identity, establishing, monitoring and improving practice standards and contributing to the development of social work knowledge and research. Social work is the profession committed to the pursuit of social justice, the enhancement of the quality of life and the development of the full potential of each individual, group and community in society.

For more information on the AASW go to <http://www.aasw.asn.au>

Duties of the Branch Coordinator

1. Provide administrative support to the Branch Management Committee, including organising and attending meetings and minute taking.
2. Manage annual budget and assist with budget proposals. Control day to day income and expenses.



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3. Organise seminars, workshops and meetings including Rose Garden Seminars that are jointly facilitated with the ACU School of Social Work.
4. Organise events including the annual Social Work Day dinner.
5. Produce and distribute a bi-monthly electronic newsletter.
6. Maintain the ACT Branch membership register and an updated mailing list.
7. Liaise with branch members, non-members, new members, social workers and others including responding to enquiries.
8. Liaise with AASW, National Office and State/Territory branch staff.
9. Engage with the ACU and other regional institutions in order to promote social work and promote and maintain AASW membership.
10. Maintain the ACT Branch homepage in conjunction with the AASW web administrator.

Selection Criteria

1. Demonstrated interpersonal, communication and relationship building skills.
2. Demonstrated ability to use initiative to respond quickly and appropriately to enquiries from members, seek information and be self directed in carrying out duties.
3. Ability to demonstrate or quickly acquire an understanding of issues pertaining to the Social Work profession and the AASW.
4. Good organisation and time management skills.
5. Good computer skills including Microsoft Word, Excel and Publisher.
6. Drivers licence.

The hourly rate is currently \$24.04

For further information please call Joanna Zubrzycki on 6209 1959 or alternatively email: Joanna.Zubrzycki@acu.edu.au

Please email applications to aaswact@asw.asn.au or post to the AASW ACT Branch at PO Box 754 Canberra ACT 2601

APPLICATIONS CLOSE FRIDAY 26th FEBRUARY 2010.