Further information for MAPW Executive Officer position, May 2013

Overview of EO responsibilities

Although this list may appear daunting, priority areas vary across the year, requiring effective planning. In particular, membership renewals workload is heaviest May to August; and scheduled or unexpected external events can determine campaign workloads.

- **Campaigning, including**
  a. Engaging and organising members, supporters and the broader community around our priority campaigns
  b. Project management
  c. Lobbying and advocacy

- **Communications**
  1. Media liaison; briefing the MAPW letter writing group
  2. Website and social media coordination
  3. Email news – regular & occasional
  4. Printed newsletter, annual report; printed promotional materials
  5. Resource materials for campaigns
  6. Assisting Branch communications

- **Outreach**
  Building links with supporters, potential members, and appropriate partner organisations

- **Membership, supporters, fundraising**
  a. With Executive and Branches, initiating and implementing membership drives and renewal campaigns
  b. Student member liaison, support and outreach coordination
  c. Supporting Branch events and activities
  d. Database management (including liaison with consultants)
  e. Supervising membership processing, and subscription and renewal management ;
  f. Developing and maintaining payment gateways (eg PayPal)
  g. Fundraising, including supporting Branch initiatives
  h.

**Note:** The MAPW website is in Drupal, and the membership database is CiviCRM. We have written basic user manuals for both of these, so special skills are not required
• Governance
  a. Assisting Executive with governance including regular meetings
  b. Maintaining organisational records
  c. With Executive, facilitating strategic planning
  d. Assisting Peace Fund Management Committee as needed.

• Staffing and consultants
  a. Volunteer and intern recruitment, and supervision
  b. Paid staff recruitment and supervision as needed
  c. Management of consultants and contractors as appropriate

• Finances:
  a. Assisting with budget preparation and overview
  b. Support to bookkeeper as appropriate

• Office administration (shared with other MAPW & ICAN staff) includes:
  • Office lease, Trades Hall liaison
  • Organising supplies, cleaners, mail
  • Liaising with computer techs, internet and phone provider

Additional information on employment and conditions

Interviews are currently scheduled for Tuesday 18 June, with a preferred starting date of (week starting) Monday 22 July.

The position is permanent, subject to sufficient funding. There will be a probationary period of four months.

Standard legislated working conditions apply including annual leave (4 weeks); public holidays; sick leave and long service leave, and superannuation (9.5%).

The four days of work are negotiable but will preferably include Tuesdays. MAPW has an annual face-to-face National Council meeting which this year is scheduled for the weekend of 4-5 October.

Our other permanent staff member is our Administration Officer Jaishma Krishna who works one day a week, currently Tuesdays.

The MAPW office is in the historic Trades Hall building. The office is shared with our partner organisation ICAN (the International Campaign to Abolish Nuclear Weapons).

The Trades Hall building is closed over Christmas and the first half of January and as this coincides with our quietest time, it is normally expected that leave is taken then.