



The Members and Board of Mercy Works are currently seeking applications for the position of

EXECUTIVE DIRECTOR OF MERCY WORKS LTD

Mercy Works Ltd. supports the local and overseas relief and development activities that are part of the vision and mission of the Institute of Sisters of Mercy of Australia. Mercy Works programs engage in partnerships with communities to promote justice, self reliance and to support displaced people and communities who are denied access to basic resources such as education, health care and social welfare. Mercy Works programs strongly endorse the principles of freedom, mutual respect, participation and protection of the rights and responsibilities of all.

At this time in the development of the organization, this position calls for energy, creativity and commitment to extending the outreach of Mercy Works. An excellent opportunity exists for a person to combine professional administrative skills with work for development and justice.

Our projects, which number more than thirty in Australia and in the Asia-Pacific region, include human rights work, income generation, capacity building for women, skills training for prisoners, literacy skills, food programs, sustainable farming skills and education.

The key areas of responsibility in this position include:

- Promotion of Mercy Works Mission
- Mercy Works Services Development
- Strategic Plan development and implementation
- Governance
- Financial and Compliance Management
- Human Resources

The Executive Director will be appointed by the Institute Leadership Team who are the Members of Mercy Works Ltd. The Executive Director will be accountable to the Board of Mercy Works Ltd. The successful applicant will be responsible for the staff and volunteer workers employed in Mercy Works program, directly or through other co-ordinators. Mercy Works has both locally based and international volunteer programs.

Date of commencement will be January 2012. Initially this appointment is for three years with the possibility of further extension. Remuneration will be according to the Stipend for Religious NSW, which is currently \$46,618.00

To receive an **Application Package**, please email mary.duffy@mercy.org.au

Applications stating qualifications, prior employment and experience, and naming two referees including the Congregation Leader will be required. Mercy Works reserves the right to contact referees of our own choosing.

Completed applications to be received by July 31st 2011.

