



EXECUTIVE OFFICER POSITION

Role Statement

Initiatives of Change Australia
registered office,

Job title: Executive Officer

Reporting to: Board Chair

Hours: 3 year contract, reviewed annually

Salary: \$80k plus superannuation

**ARMAGH, 226 KOOYONG
ROAD, TOORAK, VIC 3142**

Purpose

The EO plays a central role as an Enabler of People, Programs and Governance in meeting the key Strategic Priorities of IofCA, in alignment with its Principal Purpose, vision and Core Values.

To grow a national community of transformation agents and achieve sustainability of the organisation the following key Strategic Priorities are identified:

People

- Attract, retain and motivate paid and voluntary staff
- Lead program staff (paid and voluntary) to fulfil the potential outreach and effectiveness of IofCA programs
- Oversee the organisational practice and living of the ethos and values of IofCA

Programs

- Oversee fulfilment of the IofCA 2020-2024 Strategic Plan
- Support IofCA outreach
- Establish a national community of trust builders/transformational leaders
- Develop the IofCA national centre into a community of practitioners.
- Co-ordinate the development, implementation and on-going review of the strategic plan
- Steer innovative delivery methods and engagement, including use of digital platforms

Governance

- Develop organisational structures and systems that will enable alignment between Operations, IofCA members and the network
- Lead implementation of Board priorities through the operations arm
- Evolve the organisation in a clear and systematic way towards responsiveness, self-organisation, agility and resilience

- Plan and work for the financial sustainability of the organisation

Roles and Accountabilities

People Circle

Role: Attract, retain and motivate paid and voluntary staff.

Accountabilities

1. Harness lofCA's human resources (paid and voluntary) using best-practice approaches.
2. Strategically plan for staffing capability through a skills matrix approach and professional development

Role: Lead program staff (paid and voluntary) to fulfil the potential outreach and effectiveness of lofCA programs.

Accountabilities

1. Promote a culture of the highest professional standards, responsive to 'initiatives of change' emerging within the membership and network
2. Review and maintain clear accountabilities systems
3. Work to the principles that mirror how we engage with the communities and constituents lofCA seeks to serve.
4. Enable innovative people collaboration in alignment with Operational Values (See Appendix 2)
5. Maintain a safe and productive work environment.

Program Circle

Role: Oversee design, marketing, promotion, delivery and quality of programs, products and services.

Accountabilities

1. Support lofCA outreach
2. Establish a national community of trust builders/transformational leaders
3. Develop the lofCA national centre into a community of practitioners.
4. Co-ordinate the development, implementation and on-going review of the strategic plan
5. Steer innovative delivery methods and engagement, including use of digital platforms
6. Strategically engage with individuals and relevant sector stakeholders to build relationships and partnerships
7. Develop strategies for evaluation and ongoing improvement of programs

Governance Circle

In conjunction with Board of lofC Australia:

Role: Lead the internal climate for the organisation.

Accountabilities

1. Articulating the purpose, vision and mission to staff and volunteers
2. Promoting high performance and self-reliance within clearly defined role accountabilities
3. Promote standards of ethical behaviour, commitment, and efficiency.
4. Lead staff according to lofCA policy and procedures.

Role: Evolve the organisation in a clear and systematic way towards responsiveness, self-organisation, agility and resilience

Accountabilities:

1. Guide the evolution of the organisation towards increasing responsiveness, self-organisation, agility and resilience within clear accountabilities.

Sustainability Circle

Role: Achieve sustainability of the organisation

Accountabilities:

1. Oversee the development of new initiatives that contribute to the Strategic Direction
2. Lead program staff (paid and voluntary) to fulfill the potential outreach and effectiveness of lofCA programs
3. Articulate the aims, mission and vision of lofCA to the wider community

Role: Plan and work for the financial sustainability of the organisation

Accountabilities

1. Oversee all operational and administrative functions of lofCA Australia
2. Manage organizational budgets and expenditure tracking
3. Oversee an operational relationship with the Armagh Centre management
4. Prepare and manage yearly budget within budget guidelines from the Treasurer.
5. Undertake regular financial risk management to anticipate risks and develop risk mitigation strategies

Role: Oversee fundraising planning and implementation.

Accountabilities

1. Identify resource requirements, researching funding sources, establish strategies to approach funders.
2. Submit proposals and administer fundraising records and documentation.