

Executive Officer - Initiatives of Change Australia (IofCA)

Initiatives of Change Australia is **seeking a dynamic and experienced Executive Officer (EO) to work under contract with IofCA** and play a pivotal catalytic role in helping IofCA prepare for the next evolution of its work.

The Executive Officer will play 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. S/he will be responsible for helping to devise and execute the organisation's growth, wellbeing and financial sustainability plans.

The Executive Officer will report to the Chair of the Board and work closely with IofCA paid and voluntary staff.

Who we are:

A world-wide movement of people of diverse cultures and backgrounds, who are committed to the transformation of society through changes in human motives and behaviour, starting with our own.

What we do:

Inspire, equip and connect people to address world needs, starting with themselves.

Focus Areas:

IofC Australia works in the fields of trust-building, ethical leadership and sustainable living.

The Executive Officer will build on Initiatives of Change Australia's long track record of work nationally as well as internationally as part of the wider Initiatives of Change (IofC) global movement.

S/he will have experience in trust-building, communicating and collective decision making, with the ability to lead diverse teams and be able to manage, inspire and equip staff to reach their potential.

At a time of significant transition in IofC Australia, the Executive Officer position will work as a bridge between: supporting people's personal growth and addressing the issues of global change; between the past, present and future; and between the governance, operations and the network of IofC Australia.

At Initiatives of Change Australia, we aim to create a culture where people feel valued and their contribution is meaningful. A sense of purpose is a strong motivation for this role.

We offer a flexible approach to work arrangements including working out of normal business hours (for meetings and programs where relevant) and capacity to work remotely (as appropriate) as well as varying working hours to accommodate other life commitments. Days between Christmas and New Year are paid leave days.

Key Responsibilities include, but are not limited to:

1. Ethos and values
 - a. Uphold and practice lofCA's philosophy and approach in both internal and external work
 - b. Support lofCA to articulate its ethos for different audiences through communications and practice
2. Grow lofCA
 - a. Oversee the development of new initiatives that contribute to the Strategic Direction
 - b. Lead program staff (paid and voluntary) to fulfill the potential outreach and effectiveness of lofCA programs
 - c. Plan and work for the financial sustainability of the organisation
 - d. Articulate the aims and vision of lofCA to the wider community
3. Manage people
 - a. Harness lofCA's human resources (paid and voluntary) using best practice approaches, including annual performance targets and reviews
 - b. Strategically plan for staffing capability through a skills matrix approach and professional development
 - c. Enable innovative people collaboration in alignment with Operational Values (See Appendix)
 - d. Maintain a safe and productive work environment
4. Networking and partnerships
 - a. Strategically engage with individuals and relevant sector stakeholders to build relationships and partnerships
5. Manage resources
 - a. Oversee all operational and administrative functions of lofC Australia
 - b. Manage organizational budgets and expenditure tracking
 - c. Oversee an operational relationship with the Armagh Centre management

6. Reporting
 - a. Report to Board of Directors, and attend Board meetings
 - b. Consult and liaise with the Board Chair
 - c. Anticipate operational risks and develop risk mitigation strategies

7. Teamwork
 - a. Maintain an Operations team to the highest professional standards, responsive to 'initiatives of change' emerging within the membership and network
 - b. Lead the Operations Management Team, maintaining high professional standards of accountability
 - c. Work to the principle that how we operate as a team is to mirror how we engage with the communities and constituents lofCA seeks to serve
 - d. Engage with and support lofCA members and the network, facilitating participation and collaboration
 - e. Attend and contribute to relevant meetings

Other Selection Information

Selection criteria:

- 1) Higher education qualification(s) in the area of community development, sustainability, management or other relevant areas.
- 2) Minimum 5 years' experience in senior executive or management roles.
- 3) Demonstrated experience in managing and working with a diverse operational team and volunteers.
- 4) Demonstrated experience in budgeting and managing budget, preferably within a non-profit organisational structure.
- 5) Demonstrated experience in social, innovation, personal and digital community outreach.
- 6) Outstanding interpersonal and communication skills.
- 7) Experience in building capacity of internal staff in achieving strategic goals.
- 8) Experience in mobilizing and growing the strengths of volunteers in achieving project goals.
- 9) Ability to integrate principles in social justice and inclusion, and values of ethical and spiritual motivations in addressing complex problems.
- 10) Demonstrated experience in engaging with donors
- 11) Demonstrated capacity to build relations with external actors in line with organisational strategy.

Desirable:

- 1) Understand lofCA's culture, structures and systems through prior involvement in lofCA programs or network activities
- 2) Understanding of the lofCA ethos and methodology of bringing change in society through change in people's behaviours, attitudes, relationships
- 3) Has an open attitude, growth mindset, and able to give and receive constructive feedback.
- 4) Community cultural awareness
 - Has experience in, and values the place of, religious, faith-based, and spiritual communities
 - Has experience in working with First Nations

Appendix

Initiatives of Change Australia (IofCA) - Core Values

Initiatives of Change Australia focuses on the vital link between personal change and global change, and aims to inspire, support and equip people to play their part in building a better society.

Recognising that it will take more than human reason and ability to solve the problems of the world, IofCA places the search for inner wisdom at the heart of its approach. When people listen to what is deepest in their hearts, insights often come which lead in unexpected directions. Many understand this experience as guidance from God, others as the leading of conscience or the inner voice. The regular practice of silence can give access to a source of truth, renewal, inspiration and empowerment.

Also integral to IofCA is a commitment to:

Start with oneself: An honest look at one's own motives and behaviour is often the start of personal transformation. Cultural and religious traditions across the world offer moral standards as guides for individual and community living. Of these, IofCA singles out absolute honesty, unselfishness, love and purity of heart and action as practical tests for motives and daily actions.

Listen to others: Honest conversation, undertaken in an open spirit, builds bridges of trust and community between people of similar, different, and even antagonistic, backgrounds. These enable healing, partnership and common action.

Take focused action: IofCA's people and programmes seek to strengthen the moral and spiritual foundations of society and to:

- bring healing and reconciliation where there is conflict;
- build bridges of trust between different communities and countries;
- embed ethics, justice and transparency in the global economy;
- empower leadership to act with integrity, serve unselfishly and be effective agents of change.

Operational Values for Council of Management and National Coordination Group:

See [here](#) for IofCA's operating values.

Initiatives of Change Australia seeks to embody and demonstrate these values and practices in its governance, operations and outreach, as well as building them into a national movement for transformation and healing.

It is a purpose-driven, values-based and Spirit-led organisation, serving and facilitating the 'initiatives of change' within a dynamic and evolving movement.

A position description can be found on our website at <https://au.iofc.org/work-us>

To apply for this position, please forward your covering letter and resume to wendy.vanderleest@iofc.org including the subject line **Executive Officer Application**, by close of business **on 6 November 2020**.

All applications will be confidential and for further information, please email your contact details to wendy.vanderleest@iofc.org and a suitable time for a conversation will be arranged.

The preferred candidate will be required to undergo a Police Check prior to any offer of employment being made.

Please note, interviews may commence prior to the closing date.