

## Position Details

---

<b>Position Title:</b>	Executive Advisor
<b>Work Type:</b>	Part-time (0.8 FTE negotiable) 12-month Fixed Term Contract
<b>Pay Rate:</b>	\$100,000 - \$120,000 + 10% super (pro rata) Salary commensurate with experience
<b>Location:</b>	Hybrid work from home & office (Melbourne CBD)
<b>Reports to:</b>	Chief Executive Officer
<b>Reporting to this role:</b>	There are no positions reporting to this role

## Centre for Excellence in Child and Family Welfare Inc.

---

The Centre for Excellence in Child and Family Welfare (the Centre) is a not-for-profit peak body for child and family service organisations in Victoria. We represent more than 150 community service organisations, students and individuals working across the continuum of services from early years through to the child protection and youth justice systems. We advocate strongly for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community and culture. We work closely with community service organisations, government, other peaks, philanthropy and business to make sure vulnerable children, young people and families are seen and heard and supported to thrive.

**The Centre is committed to being a diverse and inclusive workplace, and to the health, wellbeing and cultural safety of our staff. We encourage applicants of any background, culture, gender, and experience to apply.**

## Organisational Accountabilities

---

The Centre is committed to the health, safety, and wellbeing of its staff. The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy. The Centre requires staff to comply with its policies and procedures and related statutory requirements

## Employee Benefits

---

- Up to three days additional leave over Christmas/New Year period
- Family friendly flexible working arrangements
- A flexible hybrid work-from-home arrangement
- Paid parental/carer/study leave
- Ongoing training and professional development opportunities
- A supportive and positive work environment
- Employee Assistance Program (EAP)
- Leave loading of 17.5%
- Attractive not-for-profit salary packaging (this boosts your income by reducing the amount of tax you pay), with Meal/Holiday accommodation benefit

## Position Summary

---

This is an exciting opportunity to work in the not-for-profit sector in this newly created role. Reporting to the CEO, this position will provide a range of high-level executive and project support including strategic advice, preparing high-quality documents, developing critical relationships, and implementing strategies to enable the achievement of the organisation's strategic objectives. You will also be responsible for identifying, developing, and securing new funding streams that align and add value to the overall purpose of the Centre.

Position Description – Executive Advisor	Version 1	Page 2 of 2
Responsibility: CEO	Created: 25/2/2022	Next Review:

## Key Accountabilities

---

- Provide support to the CEO and Executive to maximise their role in building the strategic influence and external profile of the Centre.
- Prepare and write tender submission for new program funding, grants, and philanthropic funding.
- Assist the CEO to develop relationships and manage information exchange with funding bodies, corporate partners and community organisations and other stakeholders.
- Preparation of speeches, briefs, and presentations and correspondence for the CEO and/or executive team, working with the communications team as necessary.
- Accompany the CEO to key meetings, recording discussion and following up actions items efficiently and effectively.
- Develop, monitor, and review project plans for projects that the CEO is responsible for.

## Key Selection Criteria

---

### Essential

- Demonstrated track record of identifying and securing funding from government, corporate partnerships, and philanthropy.
- Excellent strategic mindset, problem-solving capabilities and able to think holistically without losing attention to detail.
- Advanced interpersonal, influencing and negotiation skills and the capacity to build effective relationships with a wide range of stakeholders.
- Highly developed communication skills, both written and verbal, including an ability to prepare high-level reports to the Executive and external parties.
- Proven ability to effectively manage competing priorities calmly and with initiative and sound judgement based on the organisation's and CEO's priorities
- Ability to identify sensitive information and maintain appropriate levels of privacy and confidentiality.

### Desirable

- Knowledge and understanding of the community-based child, youth, and family services sector .
- Experience working in Not-for-Profit (NFP) sector.

### Qualifications

Tertiary qualifications in Business Administration or in a relevant field are required, and/or significant experience working in a similar role in human or business services.

## Conditional Employment Requirements

---

1. Satisfactory police check
2. Satisfactory Working with Children check
3. Proof of the right to work in Australia

Position Description – Executive Advisor	Version 1	Page 2 of 2
Responsibility: CEO	Created: 25/2/2022	Next Review: