

Company overview

The Australian Dental Association, the Trustee for the Australian Dental Health Foundation (ADHF), is the peak national body for the dental profession encompassing the majority of dentists in Australia. A voluntary member organisation with branches in every state and territory, it has three main objectives:

- To support members by enhancing their ability to provide safe, high quality professional oral health care
- To encourage the improvement of the oral and general health of the public
- Promotion of the ethics, art and science of dentistry

Foundation overview

The mission of the ADHF is to address the inequality between those Australians who can access the dental care they need, and those who can't. We want better access to quality dental care for all Australians regardless of their financial, geographical or social situation.

Access to quality dental care and the basics of oral hygiene is an important building block in the health of the nation. It's our goal to ensure the continued improvement of oral health through the support of dentists, the dental profession, dental industry and the community.

Foundation goals

1. Actively develop relationships with agencies, corporations and governments to facilitate the timely and efficient delivery of oral care to deserving Australians.
2. Actively recruit, support and recognise dental volunteers in the delivery of oral health care through initiatives such as; Adopt a Patient, Dental Rescue Days and Rebuilding Smiles.
3. Build a capital base to enable the Foundation to provide sustainable funding for future projects and openly recognise those who contribute.
4. Develop programs to encourage Indigenous and Torres Strait Islander students to participate in dental hygiene and oral health therapy education.
5. Through the auspices of the ADRF, establish a research grant to investigate how to provide deserving Australians to access to improved oral health care.

Our Team Values

→ **ENGAGED** – *Invested in what we do.*

We are passionate and enthusiastic. We go above and beyond. We are committed to delivering results.

→ **INNOVATIVE** – *Challenge the status quo.*

We are courageous and speak up. We champion new ideas.

→ **INFLUENTIAL** – *Inspiring others.*

We lead by example. We are pro-active. We have a shared purpose.

→ **COLLABORATIVE** – *Supportive and team-oriented.*

We are unified and move forward as one. We are powerful together and grow and learn from each other.

ADHF National Coordinator

Department: Corporate Services

Reports to: General Manager, Corporate Services

Direct Reports: ADHF State Coordinators

Role purpose:

This role is responsible for the oversight and coordination of volunteer dental programs administered by the Australian Dental Health Foundation. The ADHF National Coordinator works with a team of State-based Coordinators to deliver a suite of programs that are fit for purpose and deliver on the strategic aims of the Foundation.

ADHF Programs include;

1. Adopt a Patient
2. Dental Rescue Days; and
3. Rebuilding Smiles®

Team Leadership:

- Provide governance, guidance, support and resources to the State and Program Coordinators (Team of 7, with 5 located interstate)
- Recruitment of staff, performance review and KPI setting; leave approval; salary reviews; induction of new staff and training; car/expenses claims; other staff related issues

Reporting and meetings:

- Attendance and reporting to ADHF Advisory Board meetings (quarterly)
- Coordinate and attend Steering and Engagement Committee meetings, including preparation of Agenda, Minutes and Action sheet.
- Coordinate weekly State Coordinator meetings, including preparation of an Action sheet
- Provide a Quarterly Reports on national volunteer program activities to sponsors, supporters, donors, Advisory Board, ADA Federal Council and other stakeholders
- Provide a quarterly Report on volunteer program activities to the Steering Committee

Process and Quality:

- Work under the direction of the Advisory Board and Steering Committee to coordinate volunteer dental programs
- Produce, review, maintain and modify policies and operational procedures for volunteer programs and state activities;
- Ensure State Coordinators are delivering programs that are consistent with national guidelines
- Undertake development and training as agreed for career and personal development

Marketing and Social Media:

- Managing content on social media channels – Facebook and LinkedIn
- Managing content on the website
- Responsible for the content of regular articles published in the ADA News Bulletin, State ADA branch publications and other media
- Coordinate the design and delivery of marketing material and merchandise
- Manage and promote attendance of team members and other ADHF representatives at external events

Relationship Management

- Primary point of contact for Sponsors and Supporters of the volunteer programs
- Preparation of Agreements with supporters/sponsors

Essential skills and knowledge:

- Exceptional administration skills
- Excellent time management and organisational skills
- Flexible 'can do' attitude
- The ability to work with minimal supervision
- Proactive, innovative and an enthusiastic team leader
- Ability to meet tight timeframes and manage a challenging workload in a professional and dynamic manner
- Proficiency in MS Office 365 suite of products
- Proficiency in WordPress

Qualifications and Experience:

A background in managing programs of work within the not-for-profit sector, or experience in the dental industry or a professional Association, is an advantage.

Key stakeholders:

Internal:

ADHF Advisory Board
ADHF State Committee Chair and Committee members
ADA CEO
ADA Federal Council and Federal Executive
ADA Staff

External:

Sponsors and supporters of the Foundation
Suppliers

Additional responsibilities

Indigenous Study Grants

Responsibility for an annual grants program including:

- Coordinate updates to the grant resources and related marketing resources
- Coordinate promotional timetable
- Ensure that tertiary institutions and other stakeholders are advised of the grant opening
- Coordinate the application process, judging panel, disbursement of funds and communication with applicants

Community Service Grants

Responsibility for an annual grants program including:

- Preparation of grant application to US partner
- Liaison with US third party to ensure compliance with US regulations
- Liaison with all stakeholders in Australia and US
- Coordinating updates to the grant resources and related marketing resources
- Coordinating promotional timetable
- Ensuring that key stakeholders are advised of the grant opening
- Coordinate the application process, judging panel, disbursement of funds and communication with applicants
- Ensure recipients provide acquittal reporting and coordinate preparation of the final report to US partner

Grants

- Responsible for identifying relevant grants for state and national initiatives
- Grant writing
- Preparation of Final Evaluation Reports, including financial acquittal

Budget

- Input into annual budget setting and approval process
- Provide oversight to reconciliation of various ADHF accounts