



## Executive & Operations Assistant

The Fair Agenda movement is supported by a small but mighty staff team who support our 45,000 members to mobilise for a gender equitable and just future.

This is a new role that will play a crucial role in supporting our staff and board team as we scale our movement's planned impact in 2026. They will join a team of 6.

We're interested in candidates with strong writing skills, high levels of organisation and attention to detail; comfort in utilising and managing digital tools; and a passion for contributing their skills in service of a gender just future.

### The details

**Loading:** This role is available on a part-time basis (0.6 - 0.8 FTE loading). The initial contract will be for 18 months, with the possibility of extension.

**Location:** Negotiable, with a preference for applicants to be located on the east coast, within an hour of an airport. Team members currently work remotely in Melbourne, Adelaide, and regional NSW.

**Flexible work:** We provide flexible work options. Right now members of the team start and finish between 8am/10am and 4pm/6pm Eastern time, and work from home or a local co-working space.

**Leave:** We offer 14 days personal leave pro rata (available for broad use, including caring, mental health, menstruation and menopause); as well as domestic and family violence leave, cultural and ceremonial leave, gender affirmation leave, and 20 weeks paid parental leave (pro-rata). We provide 4 weeks of annual leave pro-rata, on top of the shut down period between Christmas and New Years public holidays.

**Salary:** The salary range for this role is \$70,000 - \$76,500 pro rata, plus superannuation (in line with SCHADS level 2).

Exact salary within this range will be set in line with a skills matrix for the role (i.e. you do not automatically start at the bottom of the band). The matrix and assessment are made available for transparency, with an opportunity for input and feedback.

**Start date:** Flexible, but ideally late February / early March.

**Travel:** Please be aware there is an expectation the successful candidate would be able to travel (e.g. for quarterly staff gatherings). We have a travel policy in place (including daily meal budget) to support this.

**Support:** Each team member is supported with a budget for paid professional development opportunities annually. Our team also has processes in place to support staff wellbeing and sustainability in campaigning around issues of gender-based violence - including access to vicarious trauma/self-care counselling provided by professionals through FullStop Australia.

## About Fair Agenda

Fair Agenda's staff team supports our 45,000 members to mobilise on issues of gender justice when and where it can have the most impact.

We drive strategic campaigns that keep a spotlight on problems that need solving, and build momentum behind expert-backed solutions. We do this by leveraging online, social and media campaigning tactics to pressure decision-makers to change the policies that shape our lives.

We combine the people-power of our 45,000 strong movement with that of policy experts, service providers, survivors and other advocates to win change.

So far our movement has helped win changes that benefit more than a million women, including:

- Securing commitments from Education Ministers to address sexual violence in universities by mandating national oversight, monitoring, transparency and accountability. This includes creating a National Student Ombudsman.
- Working with survivor advocate Evie Clayton to secure improvements to provision of forensic medical examinations in Queensland.
- Securing legislative reforms to decriminalise abortion and provide for safe, legal and compassionate access to abortion care in Queensland, NSW and SA.
- Blocking cuts to working parents' time to care for their newborns that would have hurt 79,000 working families a year,
- Working with partner organisations and survivor advocates to help stop \$34 million of scheduled cuts to Community legal Centres, which would have hurt tens of thousands of women affected by family violence.

## Working with Fair Agenda

Our organisation's values are:

- We are impact focused
- We adopt a feminist approach – that means we recognise that oppressions intersect and interact (and that our approach to challenging them must account for this)
- We are bold and strategic, building a force to be reckoned with
- We are collaborative
- We value our people
- We're constantly evolving our work

Fair Agenda's feminism is inclusive – and we explicitly support the inclusion of trans and gender diverse people in our vision of a gender equitable future. We seek to build a team that draws from a range of lived experiences in challenging patriarchy and the intersecting and compounding oppressions that shape its impacts.

We expect all team members to take responsibility for co-creating a safe and equitable team environment, and we invest in training and advice from experts to ensure our team are continually improving and evolving our approach to challenging systemic oppression.

## About the role

Role responsibilities:

- Supporting the Executive Director on administrative tasks (such as preparation for Board meetings and team meetings) and compliance matters (such as reporting)
- Supporting the Executive Director in ensuring regular engagement and updating of philanthropic partners
- Driving logistics for the organisation – including travel and events
- Contributing to digital systems maintenance and administration – including page set up, database management, data updating, keeping the website up to date
- Supporting campaign leads in logistical and administrative tasks related to member engagement
- Supporting the staff team with administrative activities
- Other ad hoc activities as discussed with your manager

This role will be focused internally. We are seeking candidates who are excited about this internal focus, and willing to commit to staying in this role for 18 months.

This role will report to the Executive Director.

## What your week could look like

Your week might involve things like:

- Supporting a Campaign Manager to deliver an online briefing for members – setting up reminder emails; providing tech support on Zoom; and updating the Nationbuilder database to track attendees
- Taking notes in the team's weekly meeting to draft an update for donors on what their support is helping to make possible
- Reviewing donation or member action data, and managing imports / reviews of actions into Nationbuilder to ensure the latest information is integrated
- Supporting a campaign lead on flight and accommodation for their trip to meet with a campaign decision-maker

## What we're looking for

Required skills, experience and characteristics for this role:

- Strong writing and communication skills
- Attention to detail and strong organisational skills
- A can-do attitude, and ability to work through multi-faceted challenges to find solutions that best serve objectives
- An interest in creating and delivering effective internal organisational systems to support campaign impact
- A commitment to an approach of care and collaboration
- An understanding of confidentiality and discretion; and attentiveness to relational dynamics
- Comfort with utilising digital tools (*have you worked on the backend of a website before? set up a mass email? Managed a database?*)
- A dedication to fighting for justice and equality, and alignment with the values of Fair Agenda (which include taking a pro-choice, trans inclusive, intersectional feminist approach).

Additional attributes or skills considered valuable:

- Experience adapting writing tone and style for context (e.g. an internal report to a Board, versus an email update to a philanthropic supporter).
- Experience working within digital systems, or using a CRM like Nationbuilder
- Lived experience of gender injustice and other compounding marginalisations,
- Understanding of intersectional analysis and anti-oppressive approaches,
- Experience working in collaboration, sharing the spotlight, or building trust and leadership in community.

Please note: Fair Agenda believes in investing in the capacity of our team; and recognises the importance of building a team with strong potential as well as experience; so we encourage those who don't yet have every skill, or strong experience in every area to still submit an application for consideration.

Fair Agenda also recognises that issues of gender injustice disproportionately affect people who are also marginalised for other reasons – including Aboriginal and Torres Strait Islander people, people of colour, people from working class backgrounds, and LGBTQI+ people. We particularly encourage people who are members of these and other marginalised communities to submit an application.

## To express interest

To express interest in this role, please send:

- 1) A copy of your resume (or a summary of relevant experience)
- 2) Answers to the questions below (please send these instead of a cover letter).

**Expressions of interest will close at midnight on the 25th January 2026.**

### Application questions

1. Why are you interested in working with Fair Agenda?
2. Why do you think you'd be a great fit for this specific role?
3. Can you share an example of a time you've been responsible for logistics or administration in the past:
  - a. What worked well?
  - b. What would you do differently next time?
4. Do you have any relevant experience navigating sensitive and relationally delicate information in a workplace context? How did you approach it?
5. We're offering this role for a 18 month period. Can you confirm your intention to serve in the role for at least that period of time?

### **Next steps:**

- Shortlisted candidates will be invited to complete a practical task as the next step in the process. We anticipate this will be between the 2nd - 6th February 2026. This will take approximately 2 hours, and we will provide a \$100 payment in recognition of your time.
- The final candidates will be invited to interview. We anticipate this will be in the week of the 9th February.
- We hope to be in a position to make an offer to the successful candidate in the week of the 16th.