

Oxfam Australia

Candidate Information Pack

April 2026

Illustrations: Xaviera Altena/ Oxfam



VISION

Disrupt: Our commitment to actively interrupt and dismantle unequal systems, transforming the structures that perpetuate inequality.

Partnering: Our commitment to collaborative relationships, where decisions and plans are guided by the people most directly impacted.

“

**TO END POVERTY, OXFAM DISRUPTS
INEQUALITY BY PARTNERING WITH
COMMUNITIES TO CREATE A JUST,
SAFE AND THRIVING WORLD.**

”

Communities: The individuals, groups of people, alliances and organisations united with Oxfam Australia in the shared interest of advancing poverty alleviation and equality.

Just, safe and thriving world: An outcome that reflects our approach: justice advanced by advocacy and campaigning, safety strengthened through humanitarian aid, and thriving communities supported through long-term development.

OXFAM'S PURPOSE

Oxfam stands for a world where everyone is equal, free from poverty and injustice. We are a community-led charity and global movement dedicated to tackling the root causes of poverty. Oxfam works alongside local partners to deliver life-saving humanitarian relief, long-term anti-poverty projects and powerful campaigns, creating an equal world without poverty. The future is equal.



East Lombok, Indonesia: Mariani, right, and Satria support their community in anticipatory action. Mariani measures and documents water levels using an obrometer, while Satria is the village secretary and chief of the village disaster preparedness team. Photo: Aimee Han/Oxfam. Oxfam acknowledges the support of the Australian Government through the Australian NGO Cooperation Program (ANCP).



OUR IMPACT

33M+

People supported across 37 countries in 2023-24, including 1.6 million women

17,195

Volunteer hours, representing around 10 full-time roles

270+

Partners collaborating globally to tackle poverty and injustice

OUR VALUES

Equality We believe everyone must be treated fairly and have equitable access to rights and opportunities

Empowerment We foster a culture of trust where everyone has the tools, information, and safety to make decisions, take ownership, and grow through learning – including from mistakes

Solidarity We collaborate across boundaries and sectors, guided by integrity and shared purpose, to promote human rights, advance justice and work towards a just and sustainable world.

Inclusiveness Enduring all perspectives are welcomed and valued and calling out exclusionary behaviours when they arise to foster a truly respectful and inclusive workplace

Accountability We act with integrity and take responsibility for following through on our commitments – to each other, to our partners, and to the communities we serve.

Courage We speak up, own our mistakes, and embrace bold, thoughtful action that addresses the root cause of problems and inequity to create meaningful change.



GOVERNANCE



Oxfam Australia (OAU) is a company limited by guarantee under the Corporations Act 2001, governed by a Board of Directors. OAU is a charity registered with the Australian Charities and Not-for-Profit Commission and is a Public Benevolent Institution.

Our Constitution establishes a governance structure for Oxfam Australia and sets out the responsibilities of the Board, including:

- Setting the strategic direction and policies of the organization
- Monitoring overall organization performance
- Approving and monitoring the annual budget, ensuring overall financial wellbeing, and managing risk
- Ensuring effective engagement with stakeholders
- Ensuring the organization meets all regulatory and statutory requirements.

The Board appoints the Chief Executive, monitors their performance and delegates to them the organization's operational management.

The roles and responsibilities of the Board are set out in the OAU Board Charter. All Directors agree to abide by the Charter, which commits them to performance of their roles and responsibilities with honesty, integrity and respect.

OAU BOARD

OAU's constitution allows for between 8-12 Directors, with Directors generally serving **three-year terms**.

A non-voting Staff Participant takes part in Board meetings along with the Chief Executive and members of the Executive. OAU also works with the Board Observership Program and has a non-voting observer attend each meeting.

The Board has three Committees:

- Finance, Risk and Audit Committee (FRAC)
- Governance Committee
- Nominations Committee.

The Board meets four times annually, with a mix of virtual and in person meetings at the Melbourne office. The FRAC and Governance Committees generally meet virtually four times a year and the Nominations Committee is activated when required.

The overall time commitment would fluctuate but is estimated to be approximately **1.5 days per month**.



THE OPPORTUNITY



OAU is seeking a number of passionate, community-connected and skilled persons to help lead us into the future by taking up a role on the OAU's Board. The Board of Oxfam Australia provides the governance oversight, strategic foresight, deep community engagement and knowledge to ensure the Oxfam is a powerful, relevant, authoritative, respected and legitimate organization that drives the equity needed to eliminate poverty. Working with allies and in ways that decolonize and reimagine global networks and movements, OAU is working to redefine our approach to solidarity across regions and countries, ensuring justice is central to our way of working.

The Board of Directors is responsible for OAU achieving its purpose. It holds accountability for the organization's overall performance and compliance, providing strategic direction, effective governance and leadership on behalf of our stakeholders. In 2026 the Board is focused on the launch of its new Strategic Plan to ensure we have the greatest possible impact in an increasingly volatile and uncertain global environment.

The Board is committed to ensuring it reflects the communities with whom Oxfam works and that quotas are in place to ensure strong gender, First Nations and People of Colour representation. Fundamental to the way Oxfam works is a keen understanding of how power shapes systems, resources and opportunities. We strongly encourage people of all genders, sexualities, lived experiences and abilities to apply.

Board Director roles are voluntary and not remunerated. Travel to Melbourne for meetings will be covered where required (**currently twice a year**). Directors are entitled to reimbursement for costs associated with attending in person meetings.

Key Responsibilities

- Set the Oxfam Australia's (OAU) purpose, beliefs and values
- Review and approve OAU's strategic plans, operational plans, annual budgets and major initiatives
- Monitor OAU's performance against strategies, policies and other criteria set by the Board
- Ensure the appropriate management of resources to realise the OAU's purposes
- Recruit and support the Chief Executive and constructively monitor and assess their performance and that of the Senior Leadership Team
- Monitor the systems of control; including identification, management and mitigation of risks
- Monitor compliance with applicable laws and regulations
- Ensure there are mechanisms for consultation with key stakeholders and continued accountability to them

SKILLS, EXPERIENCE AND ATTRIBUTES

The Board has a comprehensive Skills, Experience and Diversity Matrix which helps to ensure that there is a balanced and comprehensive level of competency across the Board. We are currently seeking candidates with the following:

- Demonstrated experience serving on Boards or related governance experience. A strong understanding of directors' duties, fiduciary obligations and legal responsibilities (AICD or equivalent training highly valued)
- Demonstrated ability to contribute to long-term strategic development and monitoring of organisational performance
- Experience in oversight of risk management and internal control frameworks
- Experience in financial oversight, including reviewing budgets, financial statements and audit reports (financial qualification highly valued)
- Experience in business leadership or strategic management of organisations (NFP or international development sector highly valued)
- Ability to demonstrate a collaborative working style and a high degree of emotional intelligence and humility
- Alignment with Oxfam Australia's purpose, vision and values

Timor-Leste Oecusse. Adina is part of a Savings for Change group run by Oxfam partner organisation, AFFOS, where she undertook horticultural training and learned how to plan her livelihood. Oxfam acknowledges the support of the Australian Government through the Australian NGO Cooperation Program (ANCP) Photo: Aderito do Rosario da Cunha Mambares/Oxfam



APPLICATION INSTRUCTIONS

Please submit your application via the 'APPLY NOW' button on the job posting. Your application should include:

- A brief cover letter outlining your experience relevant to the position and in line with the key skills, experience and attributes.
- A complete and current CV.

Any enquiries about the role can be directed to:

Ms Nicole Knight

Company Secretary

nicolekn@oxfam.org.au (Applications should be submitted via the Apply Now links)

Oxfam Australia is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. We are committed to promoting the welfare of children, young people and adults. Oxfam expects all staff, volunteers and representatives to share this commitment through our Codes of Conduct. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. Therefore, our people are required to comply with the One Oxfam Child Safeguarding and Protection from Sexual Exploitation and Abuse policies and sign the One Oxfam Employee Code of Conduct and Oxfam Australia Child Safeguarding Code of Conduct

Additional Information

- Further information about the role is available via the Candidate Information pack. Prospective candidates are also encouraged to view the following information:
 - [Constitution](#)
 - [History of the Company](#)
 - [Statement of Purpose and Beliefs](#)
 - [Annual Report](#)
 - [Strategic Plan](#)
 - [Board Charter](#)
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THANK YOU



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SOCIAL MEDIA



WEBSITE

www.oxfam.org.au