

Lived Experience Advocate

Position Title	Operations and People Coordinator
Department/Program	Program Support
Reports To	CEO/ Head of People and Performance
Direct Reports	N/A
Time Fraction	Part Time, 0.6 FTE to 0.8 FTE
Classification Level	SCHADS Award level 5.1
Mode of Employment	Fixed term contract ending June 2027
Location	Melbourne Head Office (Blackburn Hybrid)

About Brave Foundation

Brave Foundation exists to empower expecting and parenting young people to build happy, healthy and resilient families.

As Australia's leading organisation dedicated to supporting expecting and parenting young people, Brave works alongside thousands of young families every year by providing mentoring, education, connection and practical support.

Our vision is to see future generations thrive by unlocking the boundless potential of young parents.

Our people are passionate, collaborative and driven by purpose. Together we create positive change through compassion, innovation and meaningful relationships.

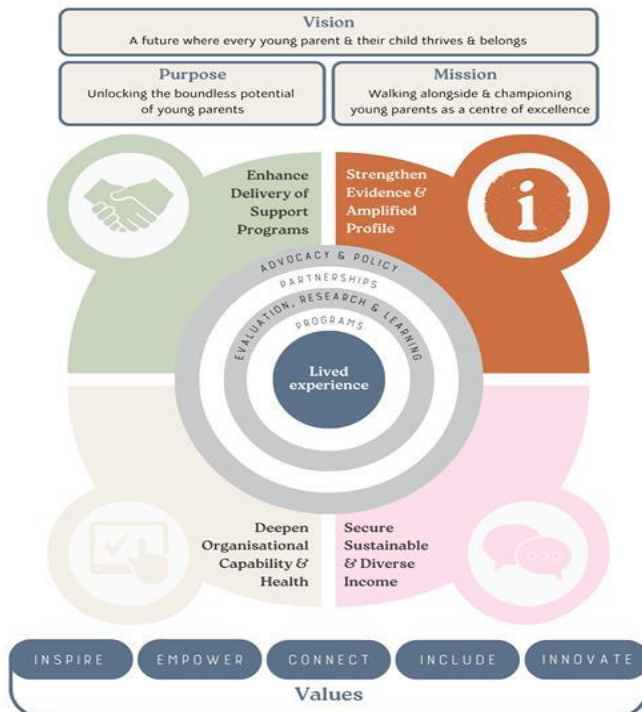
Brave is a Child Safe Organisation and is committed to creating a safe, inclusive and respectful workplace for our employees, participants and communities.

Strategic Direction

Vision 2030



Brave Foundation
Strategy 2025 - 2030



Working towards 2030, Brave will remain focused on delivering programs, partnerships, advocacy and policy and evaluation, research and learning with Lived Experience embedded at the core and supported by robust organisational process and systems.

Purpose of the Role

The Operations and People Coordinator is a pivotal role within Brave Foundation. Working closely with the CEO and Head of People and Performance, this position is responsible for providing high-level executive support while coordinating key organisational operations, governance activities, people administration and strategic projects.

The role is the organisational hub that helps connect people, priorities and projects across Brave, ensuring the Leadership Team is well supported, and organisational initiatives are delivered efficiently.

This role requires someone who enjoys taking ownership, building relationships, solving problems and continuously improving the way we work.

Key Responsibilities

Executive Support

- Provide high-level executive support to the CEO and Senior Leadership Team.
- Manage complex calendars, meetings, travel arrangements, and competing priorities.
- Prepare reports, presentations, briefing papers, agendas, minutes, and professional correspondence.
- Coordinate CEO priorities and ensure timely follow-up of actions and key deliverables.
- Manage confidential information with professionalism, discretion, and sound judgement.
- Liaise professionally with internal and external stakeholders on behalf of the CEO and Senior Leadership Team.
- Coordinate executive expense reimbursements, invoices, and associated administration.
- Monitor organisational reporting schedules, grant milestones, and key deadlines to ensure timely completion.

Reporting, Governance & Board Administration

- Support the CEO, Company Secretary and Board Chair in delivering effective governance-related activities as required.

People & Performance Coordination

- Coordinate recruitment activities, interview scheduling, and candidate communications.
- Prepare employment contracts, employment documentation, and contract variations.
- Coordinate onboarding, induction, and offboarding activities.
- Maintain Employment Hero records and confidential employee files.
- Assist with payroll, portable long service leave, and other payroll related tasks.
- Monitor probation periods, contract review dates, and employment milestones.
- Coordinate learning and development activities and employee engagement initiatives.
- Support performance review administration and workforce reporting.
- Assist with policy development, document control, and organisational communications.

Operations & Organisational Support

- Manage office supplies, equipment, stationery, and general office resources.
- Coordinate organisational events, staff meetings, workshops, planning days and national conferences.
- Support procurement and maintenance of IT equipment and liaise with outsourced IT providers.
- Coordinate participant welcome packs, graduation packs, and organisational resources.
- Manage incoming enquiries, mail, deliveries, and general office administration.
- Assist with the delivery of strategic projects and organisational initiatives.

Leadership & Project Support

- Provide high-level administrative and project coordination support to the Senior Leadership Team as required.
- Coordinate meetings, prepare documentation and track project milestones.
- Monitor actions and follow up outcomes across organisational projects.
- Support stakeholder engagement and cross-functional collaboration.
- Troubleshoot operational issues and provide practical administrative solutions.

Continuous Improvement

- Identify opportunities to improve systems, processes, and organisational efficiency.
- Develop templates, resources and standard operating procedures that support consistency.
- Support the implementation of new technologies, systems, and administrative improvements.
- Promote best practice, continuous improvement, and service excellence across the organisation.
- Contribute to a positive, collaborative, and solutions-focused workplace culture.

Key Selection Criteria / Essential Requirements

Qualifications & Experience	• Relevant qualifications in Business, Administration, Human Resources or Project Management (preferred) • Demonstrated experience in positively engaging with multiple stakeholders across all organisation levels and externally. • Demonstrated experience supporting senior executives. • Proficient IT skills across the Microsoft Office suite of programs and experience/knowledge of other business related software • Experience coordinating multiple projects simultaneously. • Strong administrative and organisational capability. • Excellent written communication. • Experience maintaining confidential information. Highly desirable • Experience within the not-for-profit or community sector. • Experience supporting People & Culture functions. • Experience with Employment Hero. • Governance or Board administration experience.
Personal Qualities and Attributes	• Highest level of integrity, discretion and confidentiality at all times, particularly when dealing with sensitive information • Exceptional interpersonal and professional communication skills • Ability to remain flexible, adaptable and resilient, responding positively and swiftly to changing priorities and objectives • Strong organisational and time management skills with the ability to prioritise tasks to meet deadlines and operate autonomously when required • High level of reliability with the ability to develop trust and professionally manage relationships • Highly developed problem solving skills with a 'think outside the box' attitude • Ability to anticipate and manage issues before they arise, and contributes to identifying and actioning solutions to ensure positive outcomes • Strives to exceed performance expectations by identifying continuous improvement opportunities • Able to work autonomously when required and rely on self-direction to manage competing workflows • Has a positive nature, with a good sense of humour and a strong sense of self.
General Expectations	Employees are expected to: • Demonstrate Brave's values in everything they do. • Contribute positively to organisational culture. • Maintain confidentiality. • Participate in learning and development. • Comply with all policies and procedures. • Promote child safety. • Work collaboratively across the organisation. • Travel occasionally as required.

Additional Requirements

- A current and valid Working with Children Check
- A current and valid National Police Check
- Evidence of Pertussis (Whooping Cough) vaccination

Salary and Benefits

- Level 5.1 SCHADS Award (\$54.14 per hour)
- Annual Base Salary \$106,980 (full time equivalent)
- Superannuation (12%) \$12,837 (full time equivalent)
- Hours/ days of work: 22.8 (0.6) - 30.4 (0.8) flexible spread as well as accommodating school hours.
- Attractive salary packing options, as a not for profit registered with the Australian Charities and Not-for-Profits Commission.
- Workplace culture which encourages a healthy work life balance, allowing for flexible working hours and the ability to work from home (subject to requirements of the role).
- Professional development opportunities.

Application Process

If you have the skills and experience, we are looking for and the desire to make a positive difference in the lives of the young parents (and have some fun along the way), then we would love to hear from you!

To learn more about Brave, head to our website: www.bravefoundation.org.au to learn more about us.

To request a copy of the position description please email meg@bravefoundation.org.au

Diversity Statement

Brave is committed to cultivating and preserving a culture of equity, diversity, and inclusion across the organisation and all our operations.

Those from Aboriginal and Torres Strait Islander, CALD, and LGBTQIA+ communities, and persons living with disability, are strongly encouraged to apply.

Preference will be given to individuals that have contemporary living experience of young parenthood.

Recruitment Details

Date Brief Approved:	July 2026				
Approved by:	Meg McMahon & Jill Roche				
Recruitment Contact:	Meg McMahon meg@bravefoundation.org.au				
Advertising Channels:	Ethical Jobs	Pro Bono	SEEK	LinkedIn	Internal Only
Target Start date:	Aug 2026				