

Position description

Position title	Executive Coordinator/EA to CEO
Reports to	Chief Executive Officer
Employment type	Permanent, Full-time
Location	Sydney
No. of direct reports	Nil
Date	July 2026
Approved by	Chief Executive Officer

The operating environment

SVA overview

Social Ventures Australia (SVA) is a not-for-profit organisation that works with partners to alleviate disadvantage – towards an Australia where all people and communities thrive.

We influence systems to deliver better social outcomes for people by learning about what works in communities, helping organisations be more effective, sharing our perspectives and advocating for change.

SVA Values

As a purpose-driven organisation, our values guide who we are, how we work and the decisions we make.



People at the centre



Difference gives us strength



Open and ready to learn



Real change takes time

Learn more about SVA's values [here](#).

First Nations Practice Principles

SVA is committed to providing a culturally safe workplace for all our First Nations employees, partners and clients. We commit that our work with First Nations peoples is aligned with our First Nations Practice Principles set out below.



Learn more about SVA's First Nations Practice Principles [here](#).

Position purpose

The Executive Co-Ordinator (EC) supports the SVA Executive Team (ELT) and Company Secretary, planning and managing priorities events and schedules, and leading tasks which enhance the overall effectiveness of the ELT. The EC is also the executive assistant to the CEO.

The EC delivers efficient, professional, and confidential executive support, managing and responding to administrative needs in a timely manner, ensuring effective communication internally and externally, and maintaining discretion and confidentiality at all times.

The Executive Coordinator takes an active role in progressing decisions and commitments made by the CEO and ELT — working across the organisation to get the right people involved, keep agreed actions moving, and escalate where required.

Position responsibilities

ELT Coordination/ Support

- Responsible for the ELT meeting cadence - including preparing agendas, distributing pre-reads, capture action logs, circulate actions and managing follow-up with ELT members in a timely manner.
- Coordinate with ELT members and their team coordinators to ensure meeting inputs, papers and updates arrive on time and are prepared to the required standard.
- Track agreed actions from ELT meetings, following up with relevant stakeholders between meetings to confirm progress and flag delays to the CEO.
- ELT and CEO communications to staff and other stakeholders.

Executive Administration Support

- Manage SVA CEO's diary and administrative requirements in a timely manner, ensuring the following week's schedule is proactively planned and confirmed by the end of each week
- Manage CEO diary, prioritising actions in consultation with the CEO, organise and coordinate meetings and events with internal and external stakeholders, Board and Sub-Committee meetings, meetings with Board and ELT members, including room bookings, coordination of attendees, preparation of pre-briefing materials, catering, supporting technology (as required).
- Take ownership of progressing agreed actions following key external stakeholder and client meetings, including ensuring the relevant ELT and stakeholders are engaged, , coordinating client follow-up, and implementing CEO briefings
- Organise, arrange, and manage travel and accommodation for all ELT members and Board and Committee members.
- Reconcile and submit expenses in expense management system in a timely manner, and in accordance with policy, ensuring provision of appropriate supporting documentation.
- Assist the Company Secretary in Board and Sub-Committee and governance-related meetings including prior annual planning of governance related meetings and creating meeting packs as required.

Action tracking & Execution Support

- After key CEO and ELT meetings and decisions, take ownership of progressing agreed actions – identifying who needs to be involved, briefing them, and driving to completion without requiring the CEO to manage each step.
- Act as the CEO's representative in progressing cross-organisational workstreams – engaging with ELT members and senior staff directly with appropriate authority.
- Maintain the CEO's view of strategic milestone progress – collecting status updates from across the organisation, surfacing risks and delays early, and preparing concise progress summaries for the CEO ahead of key conversations.
- Escalate to the CEO promptly when commitments are stalling or when decisions are needed to unblock progress.

Internal and External Communications

- Be the first point of contact for the Chief Executive Officer (CEO)
- Develop collaborative relationships with leaders and staff to ensure effective planning and business operation.



- Review and prioritise incoming correspondence in a timely manner, responding directly where appropriate and/or distributing to appropriate stakeholders.
- Undertake research, assembling and analysing data to prepare reports and papers as requested.
- Draft correspondence of a general and confidential nature on behalf of the CEO as needed e.g., written communications to SVA Board Members, internal SVA stakeholders, external partners and others as appropriate.
- Maintain confidentiality and discretion when handling sensitive matters on behalf of the CEO and others across SVA.
- Ensure communications/documents adhere to SVA's Brand and Style Guidelines.

Systems and Records Management

- Organise and maintain effective electronic filing systems adhering to record management guidelines and systems in place (e.g., Salesforce, MS Office Suite/Outlook) to ensure the integrity, currency, and availability of data for the CEO and other relevant stakeholders.
- Effectively use available technology, systems, and tools, to ensure the smooth and efficient functioning of the CEO's office day-to-day

Other

- Connect with and support with other administration support teams / individuals, as needed, contributing to the smooth running of the business.
- Participate in and support organisational change initiatives and/or special projects.
- Contribute and support the implementation of the SVA Reconciliation Action Plan (RAP)
- Model SVA values and ensure a safe and healthy environment for team members, colleagues and other stakeholders in executing the work.

Special requirements

Ability to travel interstate as required.

Person requirements

To effectively perform this position, the person will require the following:

Knowledge

- Proven knowledge of best practice information and administration management
- Proven knowledge of financial processes and reporting
- Comprehensive working knowledge of Microsoft Office (i.e. Excel, Word, PowerPoint, Outlook)
- Aptitude/capability to use other business software systems (e.g. travel bookings, Salesforce, Concur)
- Basic IT knowledge and troubleshooting skills.
- Demonstrated knowledge, passion and commitment to working in the social sector and on society's most important challenges.
- Understanding of ELT and organisational governance processes, including how decisions are made and actioned across a complex organisation.

Experience



- Experience in an Executive Officer, Chief of Staff office, or senior project coordination role – highly regarded.
- Proven experience working directly with a CEO or senior leadership
- Demonstrated experience coordinating across leadership teams – tracking decisions, managing action logs, and following up with senior stakeholders to ensure commitments are progressed.
- Demonstrated experience in diary and travel management at executive level and/or across teams.
- Prior experience supporting and complying with finance processes (e.g. collating expenses, processing invoices etc.)
- Proven experience prioritising administrative duties and organising and managing work in an environment with multiple and conflicting demands.

Qualifications

- Vocational or undergraduate qualification in relevant field (e.g. Management, Marketing, Office Administration) desirable.

Skills & Abilities

- Demonstrated liaison skills, including strong communication skills (written and verbal) with a range of public, private and non-profit stakeholders.
- A proactive, collaborative mindset and demonstrated capacity to work independently and within a team environment.
- Self-motivated and responsive to organisational needs.
- Highly organised, with strong time management skills and the flexibility to prioritise, meet deadlines, and work productively across multiple concurrent activities, including under pressure.
- Attention to detail and commitment to excellence.
- Resourcefulness in finding solutions independently, taking initiative to address issues before they escalate, and proactively anticipating executives' needs.
- Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.
- Demonstrated commitment to working effectively and respectfully in a culturally diverse and inclusive environment, connecting authentically with diverse teams and communities across the organisation, consistent with SVA's values and First Nations Practice Principles
- Ability to successfully work within available systems and support organisational administrative change.
- Confidence and authority to engage with ELT members and senior staff directly on behalf of the CEO – able to follow up, escalate and influence without formal authority.
- Strong judgment about when to act independently and when to escalate – comfortable operating in the grey space between administration and strategic execution.