



Executive Officer Position Description

Part time | Flexible hybrid work | \$40,000 per annum plus superannuation

About All Together Thriving

All Together Thriving is a community-based charity that delivers structured, evidence informed wellbeing programs. Our work strengthens connection, reduces social isolation and builds resilience for children, young people, families and adults affected by cancer.

Our current programs include Healthy Happy Friends for children and young people aged 8 to 16, and Move Cancer Out of This Town for adults affected by cancer. We work with communities, partners, funders, volunteers and supporters to make these programs accessible in metropolitan, regional and remote communities.

Role purpose

The Executive Officer provides practical coordination and delivery support to the Founder and Board. The role keeps the organisation's priorities moving by coordinating governance, funding applications, partnerships, programs, volunteers, communications and day-to-day administration.

This is a hands-on role for a resourceful and values-led operator who can work independently in a small charity, move comfortably between planning and delivery, and build trusted relationships with a wide range of stakeholders.

Position details

Position title	Executive Officer
Reports to	Founder with accountability to the Board
Employment basis	Part-time, approximately two days per week with the working pattern agreed with the successful candidate
Salary	\$40,000 per annum plus superannuation
Location	Flexible hybrid arrangement, with attendance at Sydney-based meetings and events as required
Direct reports	No formal direct reports; coordinates volunteers, contractors and service providers as required

Key responsibilities

Organisation and executive coordination

- Maintain an integrated work plan, calendar and action register covering Board priorities, programs, funding, events and key commitments.
- Prepare briefings, correspondence, presentations, reports, meeting materials and follow-up actions for the Founder and Board.
- Coordinate contractors, suppliers and professional advisers, and maintain organised records and shared files.
- Identify emerging issues, dependencies and delivery risks early and recommend practical responses.

Funding and partnerships

- Identify and assess suitable grants, philanthropic funding, sponsorship and partnership opportunities.
- Coordinate and draft funding applications, proposals, supporting evidence, budgets and acquittals in collaboration with the Founder, Treasurer and program leads.
- Maintain a funding pipeline, opportunity calendar and accurate records of applications, outcomes, reporting obligations and deadlines.
- Support relationship management with funders, corporate partners, community organisations and referral partners.

Governance and Board support

- Coordinate Board and committee meeting schedules, agendas, papers, minutes, action registers and decision records.
- Support compliance calendars, policy reviews, registers and reporting obligations, escalating matters requiring specialist advice.
- Provide timely, concise progress reporting against the strategic plan, budget, risks and agreed priorities.
- Help embed proportionate, fit-for-purpose governance practices suited to a growing charity.

Programs, volunteers and events

- Coordinate program and event logistics, including schedules, venues, participant communications, materials, suppliers and post-event follow-up.
- Support safe and welcoming participant experiences and ensure agreed safeguarding, privacy and risk controls are followed.
- Recruit, onboard, roster, brief and support volunteers, and maintain accurate volunteer records.
- Collect program activity, participation, feedback and outcome data to support evaluation, reporting and continuous improvement.

Program rubrics and evidence base

- Develop and maintain practical program rubrics that define each program's purpose, target participants, core components, delivery standards, facilitator expectations, participant safeguards and intended outcomes.
- Maintain a clear and current evidence base for Healthy Happy Friends and Move Cancer Out of This Town, drawing on relevant research, lived experience, program data and recognised good practice.
- Translate evidence into usable program materials, facilitator guidance, quality checks and outcome measures that support consistent delivery across locations and delivery partners.
- Coordinate periodic reviews of program rubrics and supporting evidence, incorporating participant feedback, evaluation findings, emerging research and lessons from delivery.
- Ensure program claims, funding submissions, partner materials and external communications accurately reflect the available evidence and evaluation results.

Program recruitment and relationships

- Coordinate participant recruitment for Healthy Happy Friends, Move Cancer Out of This Town and other approved programs, using inclusive and appropriate outreach channels.

- Develop and maintain referral pathways with schools, health and cancer services, community organisations, local councils, support groups and other trusted networks.
- Manage expressions of interest, eligibility checks, enrolments, waitlists and participant communications in a timely, respectful and privacy-conscious manner.
- Build and maintain productive relationships with delivery partners, host venues, facilitators, referral partners and community champions to support program reach and continuity.
- Monitor recruitment activity, conversion, attendance and gaps in reach, and recommend targeted actions to improve access for priority communities.
- Maintain accurate relationship and recruitment records so follow-up actions, commitments and opportunities are visible and completed.

Communications and administration

- Coordinate stakeholder communications, newsletters, website updates and social media content in line with the approved communications plan.
- Manage enquiries professionally and ensure participants, supporters and partners receive timely information.
- Support basic financial administration, including purchase documentation, invoice coordination, budget tracking and records for the Treasurer or bookkeeper.
- Maintain secure, accurate and accessible organisational records in accordance with privacy and recordkeeping requirements.

Success measures

- Board and committee meetings are well organised, papers are timely, and agreed actions are tracked to completion.
- Funding opportunities are identified early and high-quality applications, reports and acquittals are submitted by deadline.
- Programs and events are delivered smoothly, safely and within approved scope and budget.
- Program rubrics and evidence summaries are current, practical and consistently used to guide delivery, evaluation and funding proposals.
- Programs maintain an appropriate participant pipeline, with strong referral pathways and trusted relationships supporting reach, attendance and continuity.
- Volunteers are appropriately onboarded, supported and recognised.
- Stakeholder enquiries and commitments are managed promptly, accurately and professionally.
- The Founder and Board have clear visibility of priorities, progress, risks, decisions and upcoming obligations.

Selection criteria

Essential

- Demonstrated experience in executive coordination, operations, program coordination, governance support or a comparable role.
- Strong written communication skills, including the ability to prepare clear correspondence, proposals, briefings, minutes and reports.
- Experience coordinating funding applications, partnerships, sponsorships or donor-related activity, or the ability to learn this quickly.
- Ability to interpret research and evaluation findings and translate them into practical program standards, rubrics, guidance and reporting.
- Demonstrated ability to recruit participants, develop referral pathways and sustain productive stakeholder and community relationships.
- Excellent organisation and follow-through, with the ability to manage competing priorities, deadlines and detail independently.

- Strong interpersonal skills and the confidence to work with Board members, funders, partners, participants, suppliers and volunteers.
- Sound judgement, discretion and commitment to privacy, child safety, inclusion and ethical practice.
- Competence with Microsoft 365 or Google Workspace, online collaboration tools and basic spreadsheets and databases.
- Alignment with All Together Thriving's purpose and willingness to work flexibly in a small, evolving charity.

Desirable

- Experience in a charity, community organisation, health, wellbeing, youth, disability or cancer-support setting.
- Experience coordinating volunteers, community programs, fundraising campaigns or events.
- Understanding of Australian charity governance, grant reporting and not-for-profit compliance.
- Experience with social media, website content or simple design and email-marketing platforms.

Personal attributes

- Practical and proactive, with a bias toward thoughtful action.
- Warm, respectful and inclusive in working with people from diverse backgrounds and experiences.
- Calm under pressure and comfortable working with ambiguity and limited resources.
- Collaborative, accountable and willing to take ownership from idea through to completion.
- Committed to learning, continuous improvement and measurable community impact.

Key relationships

Internal	External
Founder, Board Chair, Directors, Treasurer, committee members, program leads and volunteers	Participants and families, funders, donors, corporate partners, community organisations, referral partners, venues, contractors, suppliers and professional advisers

Employment conditions

- The successful candidate must have unrestricted Australian working rights.
- Appointment is subject to satisfactory reference checks and a valid Working with Children Check. A National Police Check may also be required.
- Some evening or weekend attendance may be required for Board meetings, programs, fundraising activities and community events, with reasonable notice and working arrangements agreed in advance.
- The position is expected to comply with All Together Thriving's policies, Code of Conduct, child-safety requirements, privacy obligations and lawful directions.
- Responsibilities may evolve as the organisation grows. Material changes will be discussed with the position holder and approved through the appropriate governance process.

How to apply

Please submit a concise cover letter addressing the essential selection criteria and a current resume. Shortlisted candidates will be invited to discuss their experience, availability and approach to working in a small, purpose-led charity.