

Position Details

Position Title:	Executive Advisor
Work Type:	Full Time (1FTE) ongoing subject to continuation of funding.
Salary Package:	\$100,000 - \$110,000 per annum, (salary commensurate with experience, regulated superannuation contributions (11.5%), Tax Reducing Salary Packaging
Location:	Flexible Hybrid – work from home & office (Melbourne CBD)

About the Centre

The Centre for Excellence in Child and Family Welfare (the Centre) is the peak body for child and family services in Tasmania and Victoria, representing more than 180 community service organisations, students and individuals across the two states.

The Centre advocates for the rights of children and young people to be heard, to be safe, to access education and to remain connected to family, community and culture. Our vision is to see a community that is fair, equitable and creates opportunities for children and their families to live happy and healthy lives.

The Centre is committed to being a diverse and inclusive workplace, and to the health, wellbeing and cultural safety of our staff. We encourage applicants of any background, culture, gender, disability and experience to apply. We strongly encourage applications from Aboriginal and Torres Strait Islander people.

Organisational Accountabilities

The Centre strives to achieve innovation and excellence in all its activities and recognises the value of diversity in life experiences, philosophies and skills of its staff to ensure it is an environment where innovation and learning can flourish.

The Centre and its staff must comply with a range of statutory requirements including equal opportunity, occupational health and safety and privacy and requires staff to comply with its policies and procedures and statutory requirements.

Benefits of working at the Centre

- Up to three days additional leave (pro rata) over Christmas/New Year period
- Family friendly flexible working arrangements
- A flexible hybrid work-from-home arrangement
- Paid parental/carer/study leave
- Ongoing training and professional development opportunities
- A supportive and positive work environment
- Employee Assistance Program (EAP)
- Leave loading of 17.5%
- Attractive not-for-profit salary packaging (this boosts your income by reducing the amount of tax you pay), with additional Meal/Holiday accommodation benefit

About the Position

As the Executive Advisor, you will provide high-level executive and project support, playing a key part in driving the organisation's strategic success. Your expertise will be called upon to offer strategic advice, craft high-quality documents, and foster critical relationships that enhance our impact. You'll also be instrumental

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in implementing key strategies, ensuring the organisation achieves its ambitious goals and continues to make a difference in the lives of children and families.

- **Reports to:** CEO

Key Accountabilities

- Advise the CEO by monitoring and analysing emerging news, evidence, research, and information from government, peak bodies, academia, the social services sector, and other relevant stakeholders.
- Provide support to the Manager – Executive Strategy and Partnerships and CEO to maximise their role in building the strategic influence and external profile of the Centre.
- Prepare and write tender submission for new program funding, grants, and philanthropic funding.
- Assist the Manager – Executive Strategy and Partnerships and CEO to develop relationships and manage information exchange with funding bodies, corporate partners and community organisations and other stakeholders.
- Preparation of speeches, briefs, and presentations and correspondence for the CEO and/or executive team, working with the communications team as necessary.
- Accompany the CEO to key meetings, recording discussion and following up actions items efficiently and effectively.
- Develop, monitor and review project plans for projects that the CEO is responsible for.

Key Selection Criteria

Essential

- Experience in a policy or research role within the community sector or government, with a demonstrated ability to identify and secure funding from government, corporate partnerships, and philanthropic sources.
- Possesses a strategic mindset with strong problem-solving skills, able to think holistically while maintaining attention to detail.
- Advanced interpersonal, influencing, and negotiation skills, with the ability to build effective relationships across a diverse range of stakeholders.
- Highly developed written and verbal communication skills, with experience in preparing high-level reports for Executive teams and external audiences.
- Proven ability to manage competing priorities with initiative, sound judgment, and calmness, aligned with the organisation's and CEO's priorities.
- Strong capacity to identify and handle sensitive information with appropriate confidentiality.
- Excellent analytical abilities, with a proven track record of connecting insights to build a robust evidence base for organisational initiatives.

Desirable

- Knowledge and understanding of the community-based child, youth, and family services sector; and
- Experience working in Not-for-Profit (NFP) sector.

Qualifications

- Tertiary qualifications in policy, social sciences, or law.

Conditional Employment Requirements

1. Satisfactory police check
2. Satisfactory Working with Children check
3. This role requires current valid work rights for Australia

To Apply:

If you feel this role is right for you, please provide the following documents:

- Your CV

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- A cover letter outlining your interest and experience
- The responses against the Selection Criteria (found in the Position Description)

Applications will be reviewed on a rolling-basis as we would like to appoint as soon as possible. The job advertisement will close once we find the right candidate, so please apply today.

If there are further queries about this role please email: hr@cfecfw.asn.au

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