



POSITION DESCRIPTION

Executive Officer

Investment Dialogue for Australia's Children

Location	Flexible
Reports to	Convenor
FTE	Full time (1.0 FTE)
	Flexible hours and conditions available

Organisational Background

For over 20 years ARACY – Australian Research Alliance for Children and Youth has been bringing people and knowledge together, to make change for the benefit of children and young people. ARACY is unique in linking all areas of wellbeing for children, young people, and their families. *We believe all children and young people should have the opportunity to thrive.*

We strive to achieve this by championing evidence-based policy and practice, while forging alliances between government, policy making, research, philanthropy, and service delivery with a focus on prevention, early support and engagement. We work for the creation of better systems and supportive environments, and to grow capability across the sector, improving outcomes for children and young people. Learn more at www.aracy.org.au

Position Purpose

The [Investment Dialogue for Australia's Children](#) is a 10-year collaboration between government and philanthropy to improve the wellbeing of children, young people, and their families, by working with communities to make long-term, intergenerational change. ARACY provides the Strategic Convenor function for the Investment Dialogue.

The Executive Officer will provide a critical support role for the IDAC Convenor and team, delivering a number of coordination, operational and governance functions.

Key Responsibilities

- Provide diary management for the Executive Convenor, including scheduling meetings.
- Support meeting and event coordination, including providing logistical support for national roundtable events and other IDAC meetings.
- Provide team operational management and support, including support for project management, budget management and development of board papers.
- Deliver Secretariat functions for various IDAC groups and ad hoc meetings (including discussions with key philanthropic and government partners; and Leadership Council meetings), including coordinating papers, preparing agendas and minutes.
- Deliver administrative support including managing filing and stakeholder contact lists.
- Contribute to delivery of project work led by other team members and support Convenor with other ad hoc tasks as required.

Skills and capabilities required

- Excellent written and verbal communication skills, including ability to write clear and concise email correspondence, documents and meeting minutes
- Strong organisational and time management skills, and the ability to be flexible and juggle competing priorities in a fast-paced environment
- Excellent ability to build collaborative working relationships with internal and external stakeholders
- Strong collaborative and relational skills
- Adaptable and comfortable operating in an evolving and fast-paced environment
- Team player who is comfortable working with team members who are geographically dispersed
- An understanding of systems change and programs/policies targeted at improving the wellbeing of children, youth, families and communities is desirable.

Experience and knowledge required

- Previous experience working in an Executive Assistant and/or Executive Officer role at least one of government, philanthropy or the community sector. Experience in more than one of these sectors would be beneficial.
- Experience supporting team management, including supporting planning and managing a high volume of tasks
- Previous experience in managing secretariat functions for governance groups
- An understanding of systems change and programs/policies targeted at improving the wellbeing of children, youth, families and communities would be beneficial.

Role Model Our Organisational Values

- **Connectedness** – ARACY is a connecting organisation. We build genuine partnerships and acknowledge that true collaboration involves giving something up for the greater good. We work for systems change and collective impact.
- **Equity** – ARACY believes that every child and young person is entitled to a good life and the opportunity to thrive. We are committed to helping build a society that understands and respects fairness and equity, values children not only as future adult contributors but for their own place and voice in society, and targets support to the needs of the least advantaged.
- **Inclusion** – we value the breadth and depth of all people and ideas regardless of ethnicity, religion, age, political affiliation, gender, sexuality or other characteristics.
- **Integrity** – ARACY is an independent, non-partisan organisation. We only advocate for the interests of children and young people. We present the evidence even when it challenges common understanding. We manage the resources available to us honestly and responsibly.
- **Respect** – ARACY engages respectfully with and advocates respectfully for children and young people, and their families and communities. We listen to children and young people, involve them in solutions, and act on what they say. Every position we take is grounded in what children and young people have said when asked about the issue. When we say ‘thriving’ and ‘a good life’, we mean living a life of value as defined by children and young people. ARACY respects the knowledges, practices and cultures of First Nations Australians acknowledging that these can provide us with alternative world views which bring with them opportunities to problem solve and create differently for all Australian children to thrive.

General Conditions

All ARACY staff are required to:

- Obtain and maintain a Working with Vulnerable People (WWVP) or equivalent certification

- Have the lawful right to work in Australia
- Behave at all times in ways that accord with the organisation's policies and procedures
- Commit to ARACY's Purpose and Values.