

ROLE PURPOSE: Strategic Coordinator



Our Vision

We see a world in which no person is needlessly blind or vision impaired.



Our Purpose

We are determined to deliver Fred Hollows' vision of preventing blindness and restoring sight.

We work around the world so that no one is left behind, and in Australia we work tirelessly to ensure that Aboriginal and Torres Strait Islander people can exercise their right to sight, good health and self-determination.

Our priority is to work with communities to improve their own eye health. We do this through life-changing surgeries and treatments, training doctors and health workers, generating new ideas, and pushing for change at all levels – from local to global.

At The Fred Hollows Foundation, you will make an impact the world can see!



How we value your contribution:

Remuneration package

We aim to provide an overall remuneration package that is attractive and fair. Our global remuneration framework ensures we align to local pay, employment conditions and laws, and we benchmark against the local market to ensure we offer competitive employment conditions that are appropriate to our sector.

Salary packaging

We qualify as a health promotion charity so the Australian Taxation Office (ATO) allows us to reimburse you for personal expenses without having to pay any income or fringe benefits tax that would normally be payable. These tax concessions are in addition to the income Tax Free Threshold.

Leave

You will have access to 20 days of paid annual leave each year (pro-rated for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive 5 days paid leave between the Christmas and New Year period and other types of leave such as personal (sick or carers') leave, paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Paid parental leave

We provide 14 weeks paid parental leave for primary carers at full pay and 4 weeks paid parental leave for non-primary carers. In addition, upon receipt of notification from the Family Assistance Office, primary carers may access 18 weeks paid parental leave at the statutory rate.

Performance & development

Our performance and development framework enables you to work closely with your manager to plan, manage, and review your performance throughout the year. This approach also enables you to discuss development opportunities and areas for growth.

Learning & development

Our approach to learning and development will enable you to have the information, skills and knowledge needed to do your job, with targeted opportunities identified for our Aboriginal and/or Torres Strait Islander people as required. We build the capacity of our people and support you with on-the-job experience, coaching and formal learning.

Leadership

Leadership is a key priority for us. We have customized leadership programs for leaders at all levels that are focused on supporting our people to be inspired, empowered and to make an impact in their work so that together we can achieve our vision.

Study support

We are proud that so many of our people are tertiary educated and we are committed to supporting tertiary education that is relevant to your work through our global study assistance program, which includes financial support and study days. We actively encourage our Aboriginal and/or Torres Strait Islander employees to apply for study support.

Recognition

Our recognition program has been designed to recognize and acknowledge our people who live our values of Integrity, Collaboration, Empowerment and Action, in everyday activities. We recognize our people in three ways: Peer-to-peer, manager recognition, as well as length of service.

Flexible work arrangement

You will have access to flexible work arrangements. We encourage a spirit of mutual flexibility, enabling discussions between you and your manager about maintaining work-life balance.

Equal Opportunity, Anti-Discrimination and Reasonable Accommodation for Persons with a Disability

We provide equal opportunity in employment to people without discrimination based on personal characteristics, which includes: age, breastfeeding, disability, employment activity, gender identity, marital status, physical features, pregnancy, race etc. Reasonable accommodation can be made to allow persons with disabilities to work safely and productively.

Health & safety

We are committed to supporting your health, safety and wellbeing. We have worker Health & Safety Representatives in each of our offices to help make your workplace safe.

Employee Assistance Program

You and your family will have access to free professional and confidential external counselling assistance if you need help with personal, family or employment related matters.

To work in the Foundation, you will:

- Be eligible to work in Australia and other regions where you will be based
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children
- Be prepared to share evidence of full vaccination against COVID 19



Role purpose defines the broad accountabilities of the positions, which may change based on organisational need.

Please refer to divisional, team and individual work plans for more specific details

ROLE PURPOSE

Role Title: Strategic Coordinator

Division: Public Affairs

Location: Sydney

Date: November 2022

Employment type: Full time, Permanent contract with flexible work arrangement

Reports to: Dual report - Chief Philanthropy Officer & Director of Philanthropy & Govt Relations, and Director of Strategic Initiatives

Number of direct reports: 0

Leadership Band: Leads Self

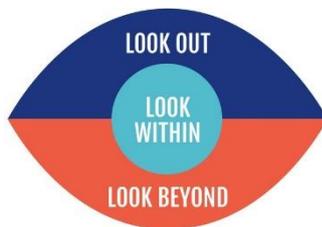
Purpose of the role:

The Strategic Coordinator is accountable for supporting both the Philanthropy Officer & Director of Philanthropy & Govt Relations and Strategic Initiatives to meet their key objectives aligned to The Foundation's strategic framework. The role will focus on executive level support and assisting the teams with administrative functions and some project coordination and support.

The Strategic Coordinator will own the outcomes of:

1. Diary, email management and travel coordination for the Chief Philanthropy Officer & Director of Philanthropy & Govt Relations and Director Strategic Initiatives
2. Provide general project management support
3. Large meeting organisation including team travel support
4. Support for inter-organisational meetings for the Philanthropy & Govt Relations and Strategic Initiatives teams
5. Support through Chief Philanthropy Officer & Director of Philanthropy & Govt Relations on Entity Board and Advisory Groups
6. Due diligence on donors and partners
7. Contract development support and registration
8. Invoice and payment coordination
9. Support financial and risk reporting for PGR and SI teams
10. Other tasks as requested by your manager

Our Capabilities:



As a member of The Foundation family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen the health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.

Skills:

- High level of personal initiative and resourcefulness
- Excellent written and verbal skills
- Effective listening and diplomacy skills
- Excellent people skills, comfortable with various audiences in various settings
- Excellent competence in MS Office and use of databases
- Strong project management skills

Essential Experience:

- Strong experience in an executive assistant role
- Experience project managing to set deadlines
- Cross functional meeting management
- Demonstrated experience engaging with executive level stakeholders and production of appropriate executive level written materials
- Experience representing an executive to internal / external stakeholders.

Desirable Experience:

- Cross cultural understanding and experience
- Development of organisational Strategic plans
- Business writing skills
- Working for a not-for-profit organisation

Qualifications:

Qualifications in business administration, marketing,

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect
This position does not involve "Working with Children" either direct or indirect.

communications, or similar field,
or equivalent experience.

This position does not involve working with beneficiaries, donors and/or partners

Travel:

Not required

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways, which safeguard the health and safety of workers.