

<b>Position title</b>	Chief Executive Officer
<b>Location</b>	Parramatta, NSW
<b>Employment status</b>	Full time
<b>Reports to</b>	Chairperson and Board of Directors
<b>Direct Reports</b>	Four (COO, Finance & Admin Manager, Scholarships Manager, Fundraising Manager)

## History and background of Public Education Foundation

Founded in 2007, the Public Education Foundation (PEF) is a not-for-profit organisation dedicated to providing life changing scholarships to young people in public education, as well as their teachers and principals.

PEF aims to support students with particular educational needs or talents – students who without extra help will struggle to reach their full potential. We focus on removing the barriers to achievement created by social and economic disadvantage, and on acknowledging and rewarding excellence. To celebrate excellence in our public schools, we also recognise high-achieving students through our academic scholarships.

We also support teachers, principals and other education leaders by providing them with the very best professional development on offer at universities around the world.

Our role is to enhance the value and reputation of public education because we know education has the power to change lives and transform communities

## Purpose of Public Education Foundation

Section 2 of the Public Education Foundation Constitution states:

The purposes for which the company is incorporated are:

- a) To provide scholarships for students and teachers in public schools
- b) To provide funding for enhanced educational opportunities, outside of the normal core provision of public education, for public education students, but especially for students with a particular education need;
- c) To conduct educational programmes and provide educational opportunities supplementary to the core services of public education for the benefit of students with a particular educational need and to fund programs of professional development for teachers and parents of students having particular educational need;
- d) To raise funds for the support of public educational programs additional to the core provision of public education and to conduct business on its own account through such activities as from time to time authorised by the Board;
- e) To undertake research in the field of education and publish results
- f) To do all such acts, matters and things including the funding of scholarships, training and the like whether in Australia or elsewhere and to enter into and make such agreements as are incidental or conducive to the attainment of any purposes of the Company whether as agent or otherwise

## **FUNCTIONS OF THE ROLE**

- To implement the strategic goals and objectives of the organisation
- To enable the Board to fulfil its governance functions, in conjunction with the Chair,
- To give direction and leadership toward the achievement of the organisation's philosophy, mission, strategy, and its annual goals and objectives

## **MAJOR FUNCTIONS AND ACCOUNTABILITIES**

### **Strategy, Planning and Evaluation**

- Plays a significant role in assisting the Board to develop a three-year strategic plan.
- Develops an annual business plan for endorsement by the Board to ensure delivery of the strategic plan within the three-year cycle.
- Ensures evaluation of the strategic plan, business plans, and all programs.

### **Business Development**

- Oversees the fundraising strategy, implemented by the Fundraising Manager, which encompasses identification of resource requirements, research into funding sources, approaches to funders, submission of proposals, and administration of fundraising records.
- Ensures all funds development activities are ethical, appropriate, protect the good name of the Foundation.

### **Community and Stakeholder Management**

- Leads relationships with key government, educational and funding stakeholders.
- Ensures the organisation and its mission, programs, products, and services are consistently presented in a strong, positive image to the media, government, and other relevant stakeholders.
- Oversees an annual communication strategy for the Foundation and separate strategies for major programs and events.

### **Program Delivery**

- Oversees the design, marketing, promotion, delivery, and evaluation of scholarship programs, and other public education initiatives.
- Leads the advocacy activities of the Foundation.
- Is responsible for ensuring ethical standards and safety in the delivery of all programs and services.

### **People and Culture**

- Effectively manages the people and culture of the organisation according to industrial laws of the Commonwealth, and those states in which staff are employed.
- Promotes a positive and inclusive work environment that attracts, retains, and motivates talented staff and volunteers.
- Ensures that staff are treated fairly, encouraged to fulfil their potential and regarded as the

Foundation's most valuable asset.

### **Board Relations and Governance**

- Supports operations and administration of the Board of Directors by advising and informing the Board, interfacing between Board and staff, and supporting the Board's evaluation of the Chief Executive.
- Support the Board in fulfilling its governance responsibilities, providing timely and accurate information to inform decision-making.
- Facilitate regular Board meetings, strategic planning sessions, and other Board activities.
- With the Company Secretary ensures proper compliance with ASIC and other regulatory agencies, advises the Board on compliance issues, and ensures proper preparation for Board meetings.

### **SKILLS, QUALITIES AND EXPERIENCE**

#### **The person we are seeking for this role:**

- Is a proactive and dynamic leader with sound strategic judgement and superior interpersonal skills, who is equally comfortable dealing with a minister or a student.
- Has experience in all aspects of management, ideally gained as chief executive of a not-for-profit, but senior commercial or public service roles would be highly regarded.
- Is experienced in preparing budgets, managing within strict financial constraints and complex accounting systems, and always maintains the highest standards of integrity.
- Is passionate about public education and about helping students in public education to achieve their full potential and convey that passion to others.
- Can demonstrate excellent communication skills both oral and written including preparing briefings, letters to politicians, speeches, marketing material, and web content.
- Has substantial experience in successful stakeholder management including government, donors, and media.
- Is highly organised and motivated, working well in a team and as an individual.
- Understands the regulatory requirements of companies and NGOs and is able to ensure compliance with all necessary laws.
- Is experienced in working cooperatively and productively with a Board of Directors.
- An understanding of and/or experience in education policy, funding, administration, or delivery structures would be an advantage.