



## POSITION DESCRIPTION

<b>Position:</b>	National Executive Manager, Child-Safe Business Initiative
<b>Organisation:</b>	Australian Childhood Foundation
<b>Location:</b>	Sydney or Melbourne, or other site as determined by the organisation.
<b>Hours of Work:</b>	38 hours per week (After hours in accordance with service requirements)
<b>Term:</b>	3 year contract
<b>Accountability:</b>	CEO

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The Australian Childhood Foundation (ACF) has a strong reputation for delivery of clinical services, professional training and secondary consultation programs built upon up to date, evidence-based theoretical frameworks including the neurobiology of trauma, attachment and relational theories and child development.

Since 2009, ACF's Safeguarding Children Services program has supported organisations who work with children to implement best practice policies and standards to protect children and young people who receive a service, product or activity.

More recently, ACF, in conjunction with Y Australia (formerly YMCA Australia), was awarded a \$3M Westpac Strategic Partnership grant over three years to help Australian business drive action on safeguarding children within their organisations. The ACF and Y Australia have committed to work in partnership with Australian business sectors such as finance, tourism and retail to assess risks to children and young people and to enact policies and practices to help ensure that children are safe across all environments involved as part of their services, activities and/or supply chains.

## CONTEXT

ACF, together with The Y, aim to raise awareness about the ways that children and young people can be harmed or exploited as a result of the ways that business undertake their activities, including their financial transactions, supply chains and personnel interactions. In

so doing, the main objective is for all Australian businesses to recognise the benefits of including the protection of children within their overall governance systems and processes.

The first of its kind *Child Safe Business Initiative* will encourage businesses to strengthen their capability to put in place strong risk identification and mitigation strategies across its operations that will better protect children and young people from abuse and exploitation.

The Initiative will be spearheaded by the establishment of a new high level representative body called the Australian Business Roundtable for Child Safety (ABRCS). The ABRCS will demonstrate significant leadership creating and supporting the messaging which will drive the roll out of the Initiative.

The National Executive Manager is a newly created, contract role, tasked specifically to work collaboratively with Australian businesses in key sectors to support the transformation of their culture to take into account children's needs for safety at all levels of operations.

This role reports directly to the Chief Executive Officer of ACF, and works closely with a committee comprising members from ACF, The Y, and Westpac.

## **1. KEY OUTCOMES AND ACCOUNTABILITIES**

### **Strategic Development and Project Management**

- Develop and implement the Child-Safe Business Initiative's business development strategy to proactively identify and target organisations, initially those within the financial services, tourism and retail sectors.
- Research and identify key influencers and decision-makers in target organisations to understand and develop opportunities to support the Initiative.
- Commission and manage external project support where required eg co-design, website development.
- Monitor, review and evaluate strategic outcomes regularly and modify where required.
- Manage the business development process from end to end.
- Maintain a high level of awareness of national and international trends and events that may affect potential and existing businesses involved in the Initiative.

### **Driving Growth**

- Develop and implement a marketing and communication plan that will generate business interest and awareness in the Child-Safe Business Initiative.
- Research organisations and individuals within targeted business sectors to understand opportunities and identify decision makers.
- Establish and proactively manage a pipeline of business and partnership leads that will engage in the Initiative.
- Harness existing corporate and business networks from within the committee group to complement pipeline development.
- Engage business in the Initiative and support them to implement its core elements so that it builds high levels of internal endorsement and change.
- Prepare reports and proposals that attract and promote the advantages and opportunities associated with businesses building their capability to protect children across all levels of its operations and activities.

- Represent ACF and present on the Child-Safe Business Initiative at events and conferences.
- Analyse and evaluate business outcomes and feedback to ensure that the Initiative continues to grow and meet business sector expectations.

### **Relationship Management and Communication**

- Establish and maintain deep and effective networks, high level partnerships and working relationships with business and influencers across the business landscape to leverage opportunities and facilitate the promotion of thought leadership around the 'Child-Safe Business' approach.
- Act as a trusted point of contact for businesses engaged in the Initiative drawing on the child safeguarding expertise of ACF and The Y where required.
- Maintain ongoing communication with businesses engaged in the Initiative.
- Collect, understand and manage feedback.
- Build and maintain healthy relationships with internal stakeholders (ACF, The Y, Westpac).

### **Financial Management and Reporting**

- Prepare, oversee and remain within the constraints of the project budget.
- Meet fortnightly and provide regular reports to the CEO and Committee regarding the performance of the targeted business program.
- Meet the administration requirements of the project.
- Contribute to the development of internal policies and practice guides.
- Assist in the development of and adherence to protocols about the protection of children.

### **Advocacy and Knowledge**

- Develop and manage the implementation of resources that meet the needs of the business stakeholders and position the Foundation as a leader and knowledge expert in the field of safeguarding children strategies.
- Remain informed and up to date with the research activities of the Foundation.
- Contribute to and participate in the establishment Australian Business Round table for child safety.

### **Working with the CEO and Committee**

- Share knowledge, intelligence and learnings.
- Regularly present ideas, activities and impact to the CEO and Committee.

### **Other duties**

- Convey a professional and positive image and attitude regarding ACF and its work.
- Work with internal and external consultants as required.
- Keep up to date with business trends across Australia and the world to be aware of best practice and shared learnings.

Due to the national nature of the program, the Executive Manager will be expected to

travel interstate on a regular basis.

## **2. CODES OF PROFESSIONAL CONDUCT**

- Abide by the Code of Conduct of the Australian Childhood Foundation.
- Abide by the policies of Australian Childhood Foundation.

## **3. MANDATORY QUALIFICATIONS, EXPERIENCE AND QUALITIES**

- MBA or other relevant business-related qualification.
- 5 years+ demonstrated experience in business development, partnerships management, B2B account management or other relevant background.
- Proven experience in successfully establishing and managing a pipeline of partnership leads, skillfully managing complex and sophisticated relationships at all stages of the process.
- Extensive experience in writing complex and successful business proposals and submissions.
- Extensive experience in business modelling.
- Proven experience as a change agent, successfully leading a transformative initiative in business.
- Sound experience in implementing marketing and communications plans to build growth.
- Demonstrated experience in project management.
- Demonstrated excellence in interpersonal and communication skills at both strategic and operational levels, including the ability to work within a collaborative leadership team and to negotiate, influence and interact effectively with senior business executives.
- Demonstrated ability to work flexibly and responsively in a dynamic environment.
- A current driver's license and valid working with children check.

## **4. PREFERRED SKILLS AND ATTRIBUTES**

- Capacity to manage and initiate organisational change at a B2B level.
- Capacity to work professionally, proactively and independently.
- Self-reflective and comfortable with feedback and development.
- Personal values consistent with ACF.
- Strong understanding of and affinity with ethos of professional services.
- Highly developed verbal and written communication skills.
- Demonstrated organisation and time management skills.
- Strong analytical skills and ability to synthesise issues.
- Ability to actively listen, understand and respond to client / committee needs.
- Ability to observe confidentiality to sensitive issues.
- Ability to influence stakeholders without direct authority.
- Must be a self-starter and able to learn quickly.

## **5. A COMMITMENT TO SAFEGUARDING CHILDREN**

The Australian Childhood Foundation is an accredited Safeguarding Children Organisation. The successful applicant is required to comply with the Foundation's child protection policies and Code of Conduct at all times.

The Foundation's staff will not directly or indirectly cause children and young people to be abused, harmed or suffer any form of exploitation at all times. It is also a requirement that staff will not access or cause others to access, view or download any form of child pornography at all times.

Actions and behaviours in breach of this policy and related procedures will be treated as a serious matter and may result in disciplinary action up to and including termination of employment.

## **6. SALARY PACKAGE**

The successful employee will be able to salary package a proportion of their salary according to the limit set by the Australian Taxation Office with regard to FBT liability for not-for profit organisations.

The successful employee will receive a generous annual sum towards their professional development.

## **7. ORGANISATION DESCRIPTION**

Australian Childhood Foundation was formed as the Victorian Society for the Prevention of child Abuse and neglect (VICSPCAN) in 1986 with its primary aim to advocate on behalf of children who have suffered abuse and neglect. It is a non-profit, non-government organisation that has made substantial achievements in the prevention of child abuse through education, advocacy, research and specialised therapeutic services to abused children and their non-offending family members.