



Information Pack

CHIEF EXECUTIVE
OFFICER
CHILDFUND
AUSTRALIA

fisher
LEADERSHIP



*We work day after day, not to finish things;
but to make the future better... because we
will spend the rest of our lives there.*

– Charles Kettering, Head of Research GE 1920 to 1947 –



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THE ORGANISATION

ChildFund Australia is an independent and non-religious international development organisation that works to reduce poverty for children in developing communities. We work in partnership with children and their communities to create lasting change by supporting long-term community development, responding to humanitarian emergencies and promoting children's rights.

ChildFund manages and implements programs mainly through partners in Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste and Vietnam, whilst also supporting projects delivered by partner organisations from the ChildFund Alliance in Africa, Asia and the Americas. 80% of all funds go to objectives. All work is funded through child and community sponsorships, public donations and government grants.

ChildFund Australia is accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program and is a proud member of the ChildFund Alliance widely recognised as one of the world's oldest and most renowned child-focused development agencies whose programs impact some 13 million children and families in over 60 countries.

Vision

A global community, free from poverty, where children are protected and have the opportunity to reach their full potential.

LOCATION

The Head Office of ChildFund Australia is located in Sydney.

DEPARTMENTS

There are three Departments:

Operations - comprising Finance, HR and System Decisions Support (SDS);

Public Engagement - covering the five elements of Digital and Direct, Regular Giving, Philanthropy, Supporter Relations and the Retention Team;

Programs - the six country offices all report into the Head of International Programs in Sydney. A lot of work has been done to professionalise the team and subject matter experts have replaced people with more generalist skills. (E.g. the education programs are being led by teachers, the health programs by ex-health professionals etc).

There are more than 300 staff in the Country offices that report into Australia.

- Myanmar has 16 people
- PNG, Laos, Vietnam, Cambodia all have between 60 to 70 people
- Timor- Leste has 30 people and is the newest country member having joined in 2017.



At ChildFund Australia,
you will be contributing
to every child being
able to say 'I am safe. I
am educated. I am
heard. I have a
future.'

OUR VALUES



Respect

- We champion the rights of children
- We listen to and care about people
- We recognise individuality
- We include people with diverse ability and identities
- We treat everybody with fairness and dignity

Integrity

- We are open, honest and transparent
- We take responsibility for what we do
- We address inappropriate behaviour
- We seek to build genuine and authentic connections with people
- We build relationships on trust and mutual understanding



Collaboration

- We work with children as active participants in their own development
- We are committed to vulnerable people and communities
- We engage with the public and our supporters
- We partner with organisations, governments and civil society to achieve shared aims
- We cooperate as teams to maximise our expertise



Change

- We are curious, courageous and not afraid to fail
- We explore new ideas
- We find ways to deal with uncertainty
- We keep on improving and learning
- We promote flexibility in thinking and working
- We adapt to disruptive contexts



Empowerment

- We enable children to play, learn and grow
- We recognise and build the strengths of our people and organisational partners
- We create an environment where everyone has a voice
- We encourage diverse views and opinions
- We build strong and reflective teams with a shared purpose



Excellence

- We are determined and deliberate about what we do
- We challenge ourselves and embrace feed-back
- We deliver high quality
- We strive for impact and measure results
- We celebrate achievements together





POSITION PURPOSE

As the Chief Executive Officer of ChildFund Australia you steer our vision and provide strong strategic leadership and direction, internally and externally with various stakeholders in the sector, the general public and in politics, promoting ChildFund's position as a powerful, child-focused international development agency. You hold responsibility for ChildFund offices in Sydney, Cambodia, Laos, Myanmar, Papua New Guinea, Timor-Leste and Vietnam, and steer our relationships with ChildFund Alliance partners, donors and other stakeholders to ensure the best outcomes in a changing and challenging environment. You ensure the organisation delivers excellence in programming for children and communities as well as in marketing and communication. The CEO reports to the Board of Directors.

AREAS OF FOCUS

- **DFAT Accreditation –**
Accreditation takes place every four years. The team in Sydney is currently working closely with the Country Offices to make sure ChildFund is fit for the future and for the accreditation in 2020.
- **Diversity Income –**
Enable and continue sustained, long-term organisational growth through strong and diverse revenue streams.
- **Sector issues –**
Negative publicity after the Charity Commission's report on Oxfam UK and others has had an impact on the sector in general and also impacted donations.
- **Strategic Plan –**
ChildFund is currently in the last year of a 5-year plan
- **ChildFund Pass it Back program -**
Uses tag rugby to teach children and young people in Asia a range of valuable life skills, which equips them to overcome challenges, inspire positive social change and 'pass it back' to their communities. With a focus on gender inclusion, over half of all players and coaches are female. This is a program that requires strong advocacy from the CEO. ChildFund Pass it Back is the official charity partner of the Rugby World Cup in Japan in 2019 and the ambition is to extend this partnership to the next world cup in France in 2023



KEY RESPONSIBILITIES

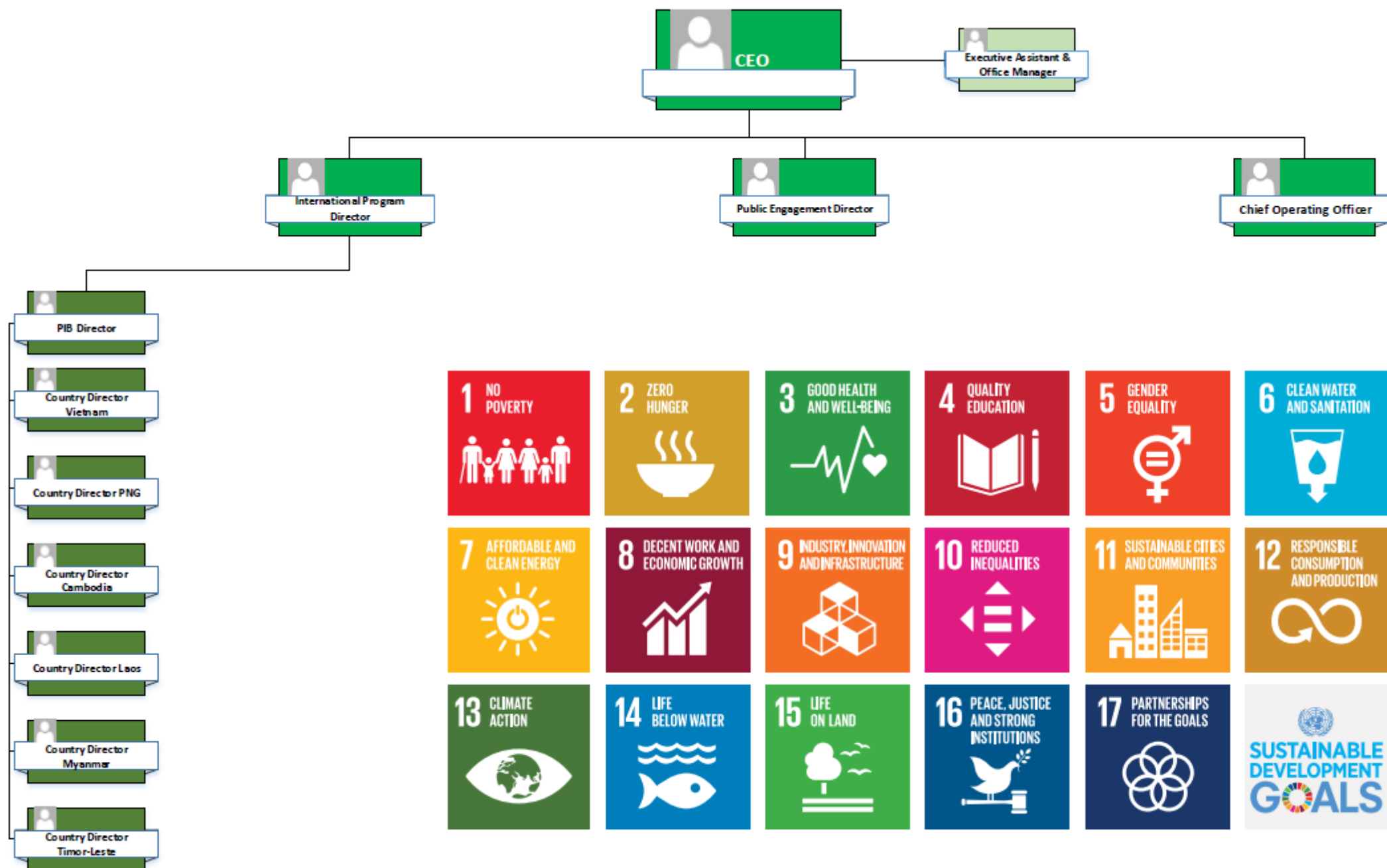
ChildFund's expectations of the responsibilities that the Chief Executive Officer will undertake include;



- Lead strategies to guarantee a sustainable organisation in an environment of change and shifting funding mechanisms with a focus on achieving best outcomes for children, families and communities who experience poverty, inequality and humanitarian crisis.
- Be a people management champion with a focus on talent development and succession planning.
- Ensure excellence in programming & operations in our Country Offices
- Drive ChildFund's brand and reputation with relevant stakeholders (government, donors, other NGOs, media etc.) and with the public as a strong child development organisation and leader in children's issues.
- Contribute to the wider ChildFund Alliance and position ChildFund effectively with the international ChildFund network through active liaison and negotiation.
- Excellence in navigating media and government relationships.
- Maintain partnerships and develop new collaborations with other NGOs, donors, research bodies, local & international agencies.

- 
- Diversify revenue to enable sustained and long-term organisational growth.
 - Oversee operational excellence in the Sydney office, including Programs, Finance, IT, Marketing & Fundraising and HR.
 - Ensure ChildFund meets accreditation standards with our donors (e.g. DFAT, AusAid, ACFID).
 - Drive Risk Management agenda in all relevant areas, such as operational, reputational, legal, safety & security, fiduciary or information risks.
 - Promote strong financial management to ensure financial health of ChildFund Australia, including budget responsibility.
 - Drive partnership with the board to ensure appropriate effective steering of mission, strategy, risk management and key policies.

Remain alert and responsive to any child safeguarding risks, acquire relevant knowledge and skills to promote strong safeguarding practices, understand the child safeguarding policy and procedures, and conduct yourself in a manner consistent with the Child Safeguarding policy.



SKILLS

- Commitment to children's rights
- Ability to inspire others and be a courageous leader, creating and nurturing an organisational culture to enable high performance in diverse cultural contexts
- Excellent stakeholder management and influencer capability
- Strategic thinking with exceptional implementation and decision-making capability
- Energy to champion innovation and change, comfortable in navigating the complexities of the NFP sector
- Entrepreneurial spirit with proven ability to grow a Not For Profit organisation.



KEY SELECTION CRITERIA

1. Substantial experience at CEO or executive manager level in successfully leading complex organisations.
2. Proven track record in managing high performing teams.
3. Distinct profile in exploring, launching and operationalising new and innovative ideas.
4. High financial literacy & risk management experience.
5. Proven track record in strategy development, project, budget & resource management.
6. Expert in successfully developing and managing partnerships, ideally with government, politics and corporates.
7. Relevant tertiary qualification, e.g. Master degree in international development, Business administration or related field.
8. Overseas work experience, ideally in the Pacific or Asia.
9. Understanding of the trends and issues affecting non-profit organisations.
10. Understanding of issues affecting children's rights and international development.
11. Overseas Aid & Development experience.
12. Prior experience in leading in the fields of international development or humanitarian response.

Remuneration

A highly attractive remuneration package will be negotiated with the successful candidate.





Application Instructions

To apply, please visit **fisherleadership.com** and click on 'APPLY ONLINE' using reference **CHFceo0719** and address your cover letter and resume to **Kate Wheeler** or **Lesley Lightfoot**, of Fisher Leadership.

Your application should include:

1. A brief covering letter clearly quoting **CHFceo0719**.
2. A complete and current CV.
3. A statement detailing your experience relevant to the position and in line with the Key Selection Criteria outlined above, citing evidence to support your claims.

Please ensure that you receive an email acknowledgement confirming receipt of your application.

The closing date for applications is: **16 September 2019**.

Please direct enquiries to **Kate Wheeler** or **Lesley Lightfoot** on 1300 347 437.

ChildFund Australia is committed to preventing any type of unwanted behaviour at work including sexual harassment, exploitation and abuse, lack of integrity and financial misconduct. And we are committed to promoting the welfare of children, young people and adults. We place a high priority on ensuring that only those who share and demonstrate our values are recruited to work for us. ChildFund Australia will consistently apply robust recruitment procedures for all staff and volunteers. The successful candidate will be required to agree to the ChildFund Australia Child Safeguarding Policy and Procedures and ChildFund Australia's Code of Conduct and will require a clear criminal record check.



For more information visit:

<https://www.childfund.org.au>

Key documents to which applicants may wish to refer include;

[Our Vision](#)

[Publications & Reports](#)

[The Way We Work](#)

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*“Your value
will be not
what you
know, it will
be what you
share.”*

– Ginni Romitty, CEO IBM –

www.fisherleadership.com

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