

Position Description

Position Title:	Executive Coordinator
Team:	Business Operations & Services
Location:	Canberra Secretariat
Employment Status:	Permanent
Reports to:	Business Director
Position Classification:	Senior Officer 1 (\$82,544) – Senior Officer 3 (\$93,798) depending on experience

Background

The Australian Council for International Development (ACFID) is the peak body for Australian non-government organisations (NGOs) involved in international development and humanitarian action. Our vision is of a world where all people are free from extreme poverty, injustice and inequality and where the earth's finite resources are managed sustainably. Our purpose is to lead and unite our members in action for a just, equitable and sustainable world.

Founded in 1965, ACFID currently has 126 full members and 20 affiliate members operating in more than 79 developing countries. The total revenue raised by ACFID's membership from all sources amounts to \$1.89 billion (2021-22), \$773 million of which is raised from over 1,149,000 million Australians. ACFID's members range between large Australian multi-sectoral organisations that are linked to international federations of NGOs, to agencies with specialised thematic expertise, and smaller community-based groups, with a mix of secular and faith-based organisations.

ACFID members must comply with the ACFID Code of Conduct, a voluntary, self-regulatory sector code of good practice that aims to improve international development and humanitarian action outcomes and increase stakeholder trust by enhancing the transparency, accountability and effectiveness of signatory organisations. Covering 9 Quality Principles, 33 Commitments and 92 compliance indicators, the Code sets good standards for program effectiveness, fundraising, governance and financial reporting. Compliance includes annual reporting and checks. The Code has an independent complaint handling process.

ACFID's work is guided by its Board, CEO and [Strategic Plan 2020-2025](#).

ACFID is a Public Benevolent Institution (PBI) and has salary packaging which allows employees to use a proportion of the salary using tax-free dollars. The end result is an increase in your take-home pay. Employees have a total of approximately \$15,899* per Fringe Benefit Tax year to salary package. In addition, ACFID's PBI status enables you to salary package a further approximate \$2,650 per year for personal meals and accommodation on top of the normal salary packaging amount. You can find more information about Salary Packaging here: <https://www.cbb.com.au/discover-salary-packaging/>

Gender & Diversity Approach

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan. ACFID is an equal opportunity employer and does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, physical or mental disability status or national origin. Applicants will be considered based on qualifications, merit, and business need. Individuals of diverse backgrounds and Aboriginal and/or Torres Strait Islander applicants are strongly encouraged to apply.

Scope of Position

The Executive Coordinator:

- provides support to and coordinates ACFID's Board, CEO and Management Team;
- Maintains the Business Cycle Calendar, and coordinates activities in ACFID's Performance and Learning Framework;
- drives the delivery of core business operations for ACFID.



Main Purpose of Position

The main purpose of the Executive Coordinator is to support and enable the work of the CEO, Board and Management Team, and by bringing coherence and alignment to their respective roles. The Executive Coordinator is often the first point of call for many people's engagement with ACFID and the CEO, and is a lead in enabling the functions of the Business Operations and Support team.

Key Areas of Responsibility

The responsibilities of the position include, but are not limited to:

Executive Assistant to the CEO

- Provide executive support to ACFID's CEO including managing email, travel, diary, internal staff and external meeting coordination, correspondence, corporate card acquittals.

ACFID President Support

- Provide support to ACFID President by organising travel and managing logistics, diary, invitations and correspondence.

Board Coordination

- Support ACFID's Board, by coordinating meetings and travel, producing Board papers, and recording meeting minutes & action items.
- Responsible for the management of the governance application BoardEffect and training.

Management Team Coordination

- Support ACFID's senior and expanded Management Teams, by coordinating meetings, producing meeting agenda and papers, recording minutes and keeping track of decisions and actions.

Performance and Learning Framework

- Support the Business Director with ACFID's Performance and Learning Framework (PAL) including:
 - Support the Management Team with PAL related processes.
 - Lead on the development of key documentation and communication to staff regarding ACFID's Performance and Learning Framework (in cooperation with the Business Director).
 - Lead on reviews to the Performance and Learning Framework (in cooperation with the Business Director).
 - Supporting the executive team in the development and delivery of key governance projects such as strategic planning.
 - Other support as requested.

ACFID's Annual Conference

- Being a key part of the Conference Steering Group for the planning and coordination of ACFID's Annual Conference.
- Driving the Logistics for the Conference, working with the Partnerships and Major Events Lead.

Business Support

- Maintaining professional and friendly communications as the first point of call for general external enquiries and correspondence
- Banking approvals



- Assist the Business Director with the Implementation and updating of policies and procedures.
- Maintenance of key office amenities and processes, e.g. ordering stationery and office supplies.
- Assistance with business functions eg posting ACFID's job ads.

Required Core Competencies at ACFID

Committing to ACFID's values

We value diversity in the workplace and model our commitment to the values outlined in our strategic plan, including gender justice. We believe that these values are fundamental to achieving our vision and purpose.

Being Adaptable

We respond to new and emerging challenges in our operating environment with agility and purpose. We achieve results by demonstrating curiosity and a willingness to learn.

Working independently and collaboratively

We have the ability or potential to work within and across teams, and autonomously with minimal direction to manage priorities and achieve our outcomes.

Developing effective working relationships

We build, maintain and strengthen both internal and external relationships. We facilitate collaboration and find common ground across diverse stakeholders. We value clear communication and respectful interpersonal skills.

Exercising sound judgment and critical thinking

We seek out innovative solutions, work creatively and leverage resources to achieve results. We engage with risk and opportunities with a problem-solving approach. We make clear, transparent and principled decisions and commit to action in a timely manner.

Translating the big picture into action

We think strategically and are all responsible for implementing ideas in a practical and evidence-based manner through outcome-oriented planning and action.

Required Functional Competencies & Experience (Selection Criteria)

1. Demonstrated high-level organisational and administrative skills including the ability to plan and prioritise, coordinate, manage multiple tasks and meet deadlines.
2. Demonstrated ability to coordinate and disseminate agenda items, minutes, and reports in a timely, accurate and confidential fashion
2. High level computer competency (Microsoft Office Suite) and CRM/Database skills
3. Experience in front-facing client relations/reception services
4. Experience in organising meetings and supporting events
6. The ability to independently achieve work objectives and meet timeframes
7. Experience or interest in working for a not-for-profit is desirable but not required

Standard Occupational Health And Safety (OHS) Responsibilities For Non-Supervisory Staff

Cooperate with all health and safety policies and procedures of the organisation and take all reasonable care that your actions or omissions do not impact on the health and safety of colleagues in the workplace.

