



[A Fairer World](http://www.afairerworld.org)
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Chief Executive Officer – Candidate Information Pack

ABOUT A FAIRER WORLD

Who are we?

Established in 1985, A Fairer World (AFW) is a values-driven, for purpose (not-for-profit) community organisation based in Hobart, Lutruwita/Tasmania that provides ways for schools, workplaces and the Tasmanian community to learn, connect and act together for positive social change.

We currently have six paid part-time positions (including the CEO), work with around 40 volunteers and have over 100 members. We collaborate with schools, workplaces and the community sector to deliver workshops and experiences that address diversity and inclusion.

Our work is unique in that we use storytelling to break down barriers and build empathy through our human 'books' from the Hobart Human Library. The 'books' provide a safe space for readers to meaningfully consider the impact of prejudice and discrimination. They share their lived experience to create maximum social impact, an approach pioneered by AFW.

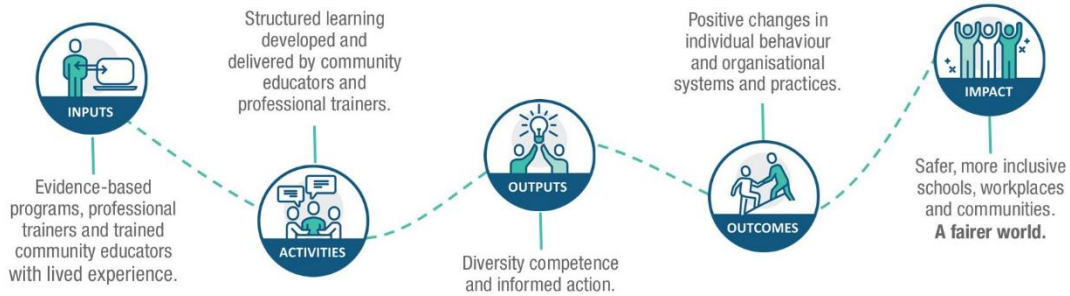
What do we do?

A Fairer World provides:

- Diversity and Inclusion training in schools and workplaces.
- Unconscious bias training in workplaces.
- Community Educator Training programs for lived experience advocates to become part of The Hobart human library.
- Learning resources.
- Leadership and mentoring ideas across all aspects of discrimination.

How we create change

HOW WE CREATE CHANGE



What drives us?

We seek...

a future where everyone belongs, and inclusive communities thrive.

Our purpose is...

to drive positive change by encouraging communities to recognise and celebrate diversity and build inclusive communities.

We do this by...

engaging with individuals and forming strong alliances to amplify voices of inclusion and belonging... one story at a time.

We value being ...

Creative

Authentic

Kind

Courageous

Uplifting

Collaborative

Inclusive

Our Strategic Priorities

Learn

Goal: Empower individuals and organisations as leaders in diversity and inclusion education that fosters awareness, knowledge, and meaningful action.

Strategy 1: Develop Workplace Programs tailored to organisational needs

Strategy 2: Strengthen and expand school-based Diversity and Inclusion Programs

Connect

Goal: Build and sustain strong, inclusive relationships with allies and partners, fostering collaboration and a shared commitment to diversity and inclusion.

Strategy 1: Develop an Allies & Friends Program

Strategy 2: Build, maintain, and develop relationships with Human Books, Staff, and Volunteers

Act

Goal: Drive systemic change by advocating for policy reforms, amplifying diverse voices, and creating brand recognition to maximise impact.

Strategy 1: Engage in policy and advocacy work

Strategy 2: Strengthen brand recognition & engagement

ABOUT THE ROLE

Role description

AFW currently has an eight-member Management Committee led by the President. The CEO will report to the Management Committee and be responsible for the overall performance of the organisation. You will work closely with the Management Committee to ensure the agreed vision and strategy are implemented, and all governance and compliance requirements are met.

Together with the Management Committee, you will build strong external relationships and exercise influence to ensure the sustainability and growth of the organisation. You will have a strong focus on advocacy and brand building and will continue to build successful partnerships across the community

sector that further the work and values of AFW. Your knowledge and experience in sourcing funding will be highly valued. You will be effective in financial oversight including budgeting and forecasting.

You will lead a small team of five part-time staff and around 40 volunteers, many of whom are trained as human 'books'. Our staff and volunteers are experienced in what they do and vital to organisational success. Your day-to-day collaborative, coaching leadership style will support a healthy organisational culture – we walk the talk at AFW and have both an internal and external focus on diversity and inclusion.

As a member of a small team, you will be expected to be hands-on with the work and will be a competent training facilitator.

Please refer to the Position Description below for full details of the role, duties, key selection criteria, terms and conditions, and how to apply.

Our ideal candidate

We are looking for an experienced, energetic and entrepreneurial CEO who is passionate about our vision and mission and takes a values-based, collaborative approach to achieve the agreed strategic priorities. The appointee will guide AFW to sustainable success.

The right person will have resilience, courage and drive. You will have the flexibility/creativity to manage uncertainty and risk to consistently achieve results. You will be highly motivated to achieve outcomes, both collaboratively and autonomously, and ensure AFW's work has real impact.

You will be a great facilitator and communicator with a high level of emotional intelligence to promote our work through a range of channels. You will foster an engaged, collaborative and inclusive organisational culture. You will also be the kind of leader who is practical and leads by example with integrity and authenticity; we're a small organisation achieving enormous things!

A Fairer World is committed to being a diverse and inclusive organisation, and we welcome applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, people who identify as LGBTIQ+ and people with a disability. If you require any work adjustments, we encourage you to advise us at the time of application.

How to apply

Please address your application to the Recruitment Committee – A Fairer World. Applications must include:

- A cover letter/short form application of no more than two pages responding to the Key Selection Criteria
- A CV outlining relevant work experience and qualifications
- Availability for commencement
- Contact details for two professional referees (note referees will only be contacted following interview).

Please note: applications will only be received and responded to if:

- The selection criteria have been clearly addressed
- Applications are received before closing time.

Applications close at 9am Tuesday 14 April. Applications will be reviewed on a rolling basis, so we encourage early submission. Please apply by emailing your application to chair@afairerworld.org

For more information, please visit www.afairerworld.org or contact:

President, Samantha Stayner

[A Fairer World](http://www.afairerworld.org)

4 Battery Square, Battery Point, TAS 7004

E: chair@afairerworld.org

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Chief Executive Officer – Position Description

Position Title	Chief Executive Officer
Responsible To	A Fairer World Management Committee/Board
Salary & Conditions	<p>Salary and conditions are in accordance with the Social, Community, Home Care & Disability Services (SCHADS) Industry Award 2010.</p> <p>The role will be paid between Level 8.1 to 8.3 subject to the appointee's skills and experience, with increments agreed by the Management Committee.</p> <p>The appointee will have access to salary packaging.</p>
Status	Part-time, 21 hrs/week permanent position with six-month probation period. Work pattern to be negotiated. Some work is required outside normal business hours. Work hours and may increase subject to increased funding.
Location	<p>4 Battery Square, Battery Point, Hobart.</p> <p>Intrastate and occasional interstate travel is required.</p>

Purpose

Reporting to and under broad direction from A Fairer World's Management Committee, contribute to strategic direction and implement the strategic plan to ensure the agreed vision and strategy are implemented, and all governance and compliance requirements are met. Provide leadership that demonstrates AFW values and inspires and supports staff and volunteers. As competent training facilitator, plan, promote and maintain high standards in program development and delivery. Manage day-to-day operations, including budgets, forecasting, grant writing and acquittals. As the public face of A Fairer World, build strong external and stakeholder relationships, with a focus on advocacy and partnerships across the community sector.

Key duties

Strategy

- Assist the Management Committee in the development, successful implementation and review of strategic planning, including through an annual operational plan and performance monitoring.
- Actively monitor developments in education, the not-for-profit sector, governance, grants and fundraising, and other areas as appropriate and advise the Management Committee of strategic issues; develop appropriate responses to address.

Operations

- Lead an inclusive, engaging culture where staff and volunteers are motivated, grow and flourish; undertake annual staff and volunteer performance reviews.
- Contribute to the delivery of programs.
- Develop, manage and report against budget.
- Plan, promote and maintain consistently high standards in program development and delivery.
- Develop and implement organisational policies and review as required.
- Maintain infrastructure, hardware and resources to a high standard.

Relationships and visibility

- Develop and maintain effective relationships with the Management Committee.
- Represent AFW on government committees and actively participate in policy development that aligns with AFW strategic aims and supports systemic change.
- Develop effective partnerships that increase our social impact and further our strategic aims.
- Build networks with stakeholders to promote AFW and grow influence as the go-to organisation for diversity and inclusion advice and training.
- Be the visible face and spokesperson for AFW.

Governance, compliance and financial management

- Ensure, with the support of the Management Committee, all corporate governance issues are proactively managed.

- Establish, review and oversee implementation of administrative and financial policies and procedures that ensure AFW complies with all legal and regulatory requirements.
- Advise and keep the Board informed of all financial, governance, HR, performance, risk and other related matters, and attend and participate in Management Committee and sub-committee meetings as required.

Sustainability

- Monitor funding opportunities and develop funding submissions in consultation with the Management Committee and relevant staff.
- Investigate opportunities to diversify revenue to increase social impact and reach.

Note

- The CEO may be allocated other duties by the Management Committee from time-to-time.
- The ongoing work of A Fairer World is subject to continued funding

Key selection criteria

Personal characteristics

- Demonstrated values in line with AFW's vision, mission, purpose and values.
- Collaborator and communicator with high levels of emotional intelligence.
- Passionate, energetic, empowering and inspiring leader.
- Practical and leads by example.
- Resilience and flexibility with the ability to respond to change quickly.

Essential skills

- Organisational leadership and management skills with a demonstrated ability to inspire and motivate staff.
- Excellent government relations and advocacy skills and experience.
- Financial management, reporting and budgeting skills.
- Highly skilled and confident public speaker and presenter.
- High level collaborative, relationship building and networking skills.

- Knowledge of human rights and social justice issues and approaches, and transformative education programs or the ability to quickly acquire.
- Knowledge of organisational governance, business, human resource and financial management systems and practices, as well as an awareness of the legal framework governing the not-for-profit sector and charities.
- High level communication skills.

Experience

- At least three years senior leadership experience, preferably in a for-purpose organisation, including working with and reporting directly to a management committee/board.
- Experience leading and managing teams including volunteers.
- Experience in strategic planning and reporting.
- Experience growing and diversifying revenue.
- Experience managing and acquitting grants is desirable.

Additional role requirements

- On commencement, the appointee must have a valid Working with Vulnerable People Check for Tasmania.
- Employment will be conditional to the successful completion of a National Police Check.