

Job Description

Chief Executive Australia

About SeeBeyondBorders SeeBeyondBorders' primary focus is to improve education standards in Cambodia, providing children with access to quality teaching and learning at school. SeeBeyondBorders entities are grouped in an International Alliance with registered charities in Australia, the UK and Ireland ("Donor" countries) and in Cambodia where it operates as a registered international non-government organisation. From its Cambodian offices in Battambang & Siem Reap Provinces, SeeBeyondBorders conducts programs to teach and guide teachers, while engaging parents and communities to support and encourage their children to get to school. In the work we do in schools, with education systems, and in the way we run the organisation, our aim is to build capability within Cambodia so that ultimately SeeBeyondBorders becomes the professional development provider of choice.

Accountable to Australian Board and International Director of Development SeeBeyondBorders.

Type of Employment Part time 2 – 3 days per week in a permanent role

Place of Employment Ideally the successful candidate would be based in Sydney however applications from those based in other areas of Australia will be considered.

Responsibility for Values Active commitment to the SeeBeyondBorders Development Philosophy and values; Changemaker | Competency | Integrity | Courage | Respect |

Job over-view This is a key moment of transition for SeeBeyondBorders as it looks beyond COVID-19 and develops its structure to provide greater local autonomy and sense of purpose. Through its International Alliance, the Charity is developing the capabilities in Donor countries (Australia, the UK and Ireland to date) and maximising opportunities to fund its work in Cambodia while further strengthening the organisation.

SeeBeyondBorders Australia is a signatory to the ACFID Code of Conduct and is accredited to 'Base' level with the Australian NGO Cooperation Program (ANCP). It aims to extend this accreditation to 'Full' with an application in September of this year, 2021.

Under the terms of the Alliance Agreement, SeeBeyondBorders Australia retains the independence necessary to make its own decisions and maintain accountability to its membership while engaging effectively with the other governing, strategy setting, and policy making bodies of the Alliance.

The purpose for this role is to lead and develop a small team in Australia focussed on increasing revenue while representing SeeBeyondBorders to all Australian based stakeholders. A key part of the role will be to manage the relationship with the Australian Government while ensuring that SeeBeyondBorders Australia meets its compliance obligations. Working collaboratively with the international operations of SeeBeyondBorders including counterparts in other Donor countries, will also be essential for success in this role.

The Chief Executive Australia will be a member of the International Leadership Team, and the budget holder for Australia.

Qualities

SeeBeyondBorders is looking for someone who is outgoing while professional with high integrity and credibility; someone who is a consummate and persuasive communicator, while having an eye for detail and an ability to inspire and lead a team. Ideally they can demonstrate how to write professional and engaging applications and reports, and build relationships with a wide range of existing and potential stakeholders. They will likely have spent several years working in international development. . This role may suit someone at a turning point in their career where doing something meaningful is more important at this time than a high salary.

Qualifications and experience – essential

The suitable candidate will have:

- Relevant degree level qualifications in business, international development, project management or similar
- A minimum of 5 years working experience at a senior level that has included fundraising/revenue raising experience, engaging with institutional donors, donor management and reporting, and people management
- Experience with compliance in a Charity setting and understanding the requirements relating to the conduct by all stakeholders including child protection, adherence to laws and policies, prevention of fraud, and risk management
- A track record of having developed and managed key relationships for a charity while using an effective CRM system to support their team's work in a variety of settings and charity types
- Demonstrable success in bringing in significant funding in previous roles
- Experience with managing budgets for fundraising costs and fundraising income
- Experience leading a team including working with a Board
- Experience of liaising with and supporting a communications function in the organisations where they have been fundraising
- Complete fluency with written and spoken English

Qualifications and experience - desirable

It would be desirable for the suitable candidate to have:

- Familiarity with the requirements of ACFID and ANCP
- Experience living and working in the developing world
- Project and/or program management experience including the development of program impact goals and measurements
- Understanding of Cambodian culture, and laws
- Experience in the education sector

Personal Characteristics

- Results-oriented individual keen to develop the skills of others so as to help achieve results
- Comfortable mixing with individuals of significant means while developing their knowledge of how to support causes effectively and use their position for the benefit of the charity
- Proactive, confident and comfortable to initiate conversations while still a team player, willing to work hard and set an example to colleagues at all levels of the organisation
- Respected and respectful with a high level of honesty and integrity
- Innovative and creative attitude to change and improvements, with a willingness to share ideas and identify opportunities for improvement
- Able to communicate, collaborate, and show empathy with colleagues and partners at all levels and from a variety of ethnic, social and religious backgrounds
- Patient and with a high tolerance for challenging situations while having a heart for those who have had few opportunities in their lives

Tasks and responsibilities

The successful candidate will be able to develop and manage their Key Performance Indicators working with both the Australian Board and the International Director of Development based in Cambodia to agree targets and set their tasks accordingly.

The role has two essential elements as follows:

1. Being responsible for managing, maintaining and growing the already significant funds raised in Australia from a diverse range of sources, maximising return on investment while playing to SeeBeyondBorders' strengths and working actively with teams having multiple roles throughout the Alliance.
2. Coordinating the Australian entities autonomy, as envisaged in the Alliance Agreement, over how it allocates its funding, how it manages its funding applications and donor communications, how it critiques project reporting, and how it ensures compliance is maintained at levels required by donors, all within the parameters established in the Alliance Agreement and in coordination with the International operation and Alliance funding needs.

The role will require periodic visits to Cambodia to develop and maintain regular and close connection with the teams based there. In all Alliance Agreement matters, this role will have close cooperation with, and take direction from, the International Director of Development and the International Compliance Manager, while overriding reporting requirements remain to the Australian Board.

Related key responsibilities will include but not be limited to the following:

- Lead the fundraising and revenue raising planning process in Australia and produce effective strategies and plans to achieve income targets for Australia in line with the International Fundraising and Communications Plan.
- Manage and develop the fundraising team, other staff, and volunteers in Australia ensuring adequate performance management and appraisal
- Ensure that reporting on the progress of projects is in accordance with funding agreements, identifying and resolving challenges between program staff in Cambodia and relevant donors.
- Ensure suitable standards of compliance are maintained in conjunction with the International Compliance Manager particularly with respect to: Prohibited Dealings; Child Protection; Safeguarding; Communications; Compliance with Laws and Policies; and Financial Wrongdoing
- Identify and organize training where necessary across all stakeholders
- Coordinates appropriate due diligence over operations in Cambodia, reporting findings to the Board, and make recommendations including to discontinue funding as a last resort
- Manage the relationship with ANCP ensuring that all funding obligations are met including all ancillary compliance requirements such as those relating to the ACFID Code of Conduct
- Collaborate with and provide support for all fundraising activities including compliance, marketing and fundraising related communications as initiated at an International level.
- Represent SeeBeyondBorders to key donors and at fundraising events
- Oversee and support the financial and office management functions in Australia taking responsibility for the local budget
- Support and strategically leverage the time and expertise of the Australian Board of directors and the Australian Fundraising Advisory Committee in a way that provides for their autonomy in the Alliance while adding value and generating substantial income

Salary	A competitive salary and allowances will be negotiated, commensurate with candidate's experience and qualifications
Applications	Applications addressing the specific requirements in this Job Description should be submitted by email to hr.australia@seebeyondborders.org
More information and enquiries	Enquiries about this role, or about the SeeBeyondBorders organisation should be directed initially to hr.australia@seebeyondborders.org Further information about SeeBeyondBorders is available at Web www.seebeyondborders.org Facebook www.facebook.com/SeeBeyondBorders Blog seebeyondborders.wordpress.com Twitter www.twitter.com/seebeyondborder

The successful candidate will be offered the role subject to a Working with Children Check and acceptable references. You will also be asked to sign our Vulnerable Persons (including children) Protection Policy and our Code of Conduct.

SeeBeyondBorders is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, colour, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, status as a veteran, and basis of disability or any other federal, state or local country protected class.