



Transcend Australia Ltd – Executive Officer (Full Time)

Salary: \$121, 267 per annum inclusive of superannuation.

This role is initially a 12 month contract with the potential for extension and an anticipated commencement in October 2021 depending on the successful candidate's availability.

Transcend Australia, Australia's first charity to support TGDNB youth and their families, is looking to appoint an Executive Officer. This key person will manage the day-to-day operational aspects of Transcend, ensuring the organisation has active monitoring of its various activities, commitments, and public presence.

The primary aim of Transcend is to support families, parents, and carers to navigate the mental health and health system for TGDNB children and young people and their families.

The Executive Officer will represent Transcend Australia across a range of activities, working closely with the Board, project partners, other Transcend employees, and volunteers, with key focus on the development of a Peer Support Navigator Program and overseeing the development of a strong volunteer program.

The position requires a high level of familiarity with, and sensitivity to, the health, welfare, and diverse needs of TGDNB children and young people and a clear commitment to building safe and welcoming environments for families to find support and referral to relevant expertise as needed.

This role is a work from home position with flexibly around work arrangements. As a Not-for-Profit the successful applicant will also have access to NFP salary sacrifice benefits.

Transcend Australia is committed to being a culturally safe, inclusive and welcoming organisation, recognising and engaging with all LGBTIQ identities and their intersectionalities including: Aboriginal and Torres Strait Islander peoples, people of colour, people living with a disability, multi-faith, multi-lingual, multi-cultural, inter-generational, socially isolated, and rural communities.

The Board is keen to have intersectionalities represented within Transcend Australia and will be actively recruiting and seeking diversity in its organisational structure.

How to Apply

Applications for the position of Executive Officer should address the Essential and Desirable skills outlined below.

Applications, including a Curriculum Vitae and the details of two referees are due by 5pm 21 August 2021 and can be directed to:

Dr Rachel Richardson, Board Chairperson by email: board@transcendaus.org

ESSENTIAL

- Excellent high level written and verbal communication skills including demonstrated experience in the preparation of briefing papers, reports, proposals, and grant applications.
- High level interpersonal skills.
- High level experience in, and the capacity to lead, the day-to-day decision-making connected with a busy organisation interfacing with multiple levels of community, business, and government.
- Demonstrated experience in public speaking and advocacy.
- A strong understanding of, and commitment to, including family and carers into all aspects of program planning and service delivery.
- Demonstrated understanding of, and commitment to, quality diversity and inclusion practice.
- Track record of initiating and participating in projects at program, organisation, or community level
- Ability to influence and work collaboratively with a range of stakeholders including the Trans community, peers, employees, external organisations and government agencies
- Experience in leadership and management relevant to the operation of charities or other organisations in the not-for-profit sector

DESIRABLE

- Tertiary qualifications in Social Science, Psychology, Human Resources, or other relevant qualifications
- Demonstrated passion and experience in working effectively with trans, gender diverse and the nonbinary community
- Demonstrated experience in fundraising
- Experience in financial management, budget control and reporting