

Position Description: Executive Officer

Band

Service	Transcend Australia Ltd
Location	Working from Home
Basis of employment	Contract Full Time
Working hours	38 hours per week
Reports to	Board of Directors
PD effective date	30 July, 2021
Award - classification	Social, Community, Home Care and Disability Award Level Social and community services employee level 8.1

About Transcend

Transcend Australia Ltd (Transcend) is a not-for-profit charity whose purpose is to improve and celebrate the lives of TGDNB young people and their parents and carers by providing opportunities for peer support, the provision of information and resources and advocating for change to services and systems.

Transcend's vision is that "Trans, gender diverse and non-binary (TGDNB) children are embraced and given every opportunity to thrive and flourish". One of Transcend's values is collaboration and partnership. We have pledged to a "nothing about us without us" approach in all that we do with children and their families and carers.

Position Objective

Through strategic leadership you will manage the day-to-day operational aspects of Transcend, ensuring the organisation has active monitoring of its various activities, commitments, and public presence. You will also keep the Board informed of operational and other matters that support sound, effective and sustainable growth and decision making.

Key Projects

In the first year of the role the principal project objective of the position is to lead the development of the Peer Support Navigator Program and the development of a strong volunteer program. The principal focus of these programs is to support families, parents, and carers to navigate the mental health and health system for TGDNB children and young people and their families so that they experience a holistic and seamless referral process between services. The primary partners in this project are:

- RCH Gender Service
- Gender Clinic: Monash Health
- Orygen: Youth Mental Health
- Transgender Victoria

Key Responsibilities and Duties

Relationship partnership development and stakeholder engagement

- Engagement with, and building positive relationships within, the TGDNB community (including children, young people, and their families to support and inform Transcend Australia's strategic objectives, future planning and advocacy)
- Develop and enhance relationships and collaborative partnerships with key stakeholders including, community organisations both metropolitan and regional, Aboriginal and/or Torres Strait Islander communities, and intersectional experiences.

Funding and strategic partnership development

- Develop national partnerships with other advocacy and peak agencies and government and non-government bodies to achieve strategic goals
- Lead and direct strong strategic relationships with Transcend Australia's stakeholders including opinion leaders, community groups and other organisations relevant to the work.
- Pursue funding potentials and lead applications for funding and fundraising initiatives.

Organisational Capacity Building and Governance

- Continue to build the capacity of the Company to deliver on its Objects
- Responsibility for risk management/workplace health safety and wellbeing systems being followed
- Participate in and report to appropriate levels of Governance at Transcend Australia

Financial management of the organisation

- Ensure approved budget and performance targets are met and adhered to within delegated authority.
- Working with the finance committee to provide monthly financial reports to the board

Staff Management

- Positively influence and contribute to a program and team culture that focuses on meeting Transcend Australia's goals and aspirations.
- Create a culturally safe workforce and service environment for staff, consumers, carers and volunteers from all cultures, genders, sexualities, bodies, abilities, ages and backgrounds.
- Ensure all activities are in line with Transcend Australia's commitment to diversity, inclusion and participation.

Media and communications and Advocacy.

- Maintain and grow the media profile of Transcend Australia through, the management and curation of Social Media content, event management and engagement, preparation and delivery of media releases which may involve public appearances, engagement with opportunities in the media
- Lead in the development and preparation of materials to support the promotion of the organisation
- Work with the Board Chair to respond to media requests and develop public position statements relevant to the strategic objectives of Transcend Australia.
- Seek opportunities and lead the development of advocacy campaigns and initiatives, ensuring that advocacy is based on consultation and lived experience of TGDNB children, young people and their families.

Skills and Attributes

- Demonstrated passion and experience in working with trans, gender diverse and the nonbinary community.
- A strong understanding of, and commitment to, including family and carers into all aspects of our work.
- Demonstrated experience in public speaking, advocacy and fundraising.
- Strong project planning and management skills experience.
- Demonstrated understanding of, and commitment to, quality diversity and inclusion practice in complex organisations.
- Strong 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.
- 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.
- Experience in financial management, budget control and reporting.

Qualifications and Experience

- Demonstrated experience in a similar role.
- Tertiary qualifications in Social Science, Psychology, Human Resources, or other relevant qualifications (desirable).
- Experience in leadership and management relevant to the operation of charities or other organisations in the not-for-profit sector.
- High level experience in and the capacity to lead the day-to-day decision-making connected with a volunteer-based organisation.
- Workplace experience interfacing with multiple levels of community, business, and government
- Experience in business management.

Other

- Right to work in Australia.
- Current valid Driver's License.
- Willingness to complete a National Police Record Check.
- Current Working With Children Check (Volunteer or Employee).

Equal Opportunity

Transcend is committed to an environment free of discrimination, sexual or other harassment, victimisation, vilification and bullying. Transcend is an Equal Employment Opportunity Employer that is committed to inclusion and diversity. We encourage applications from trans and gender diverse people, Aboriginal and Torres Strait Islander people and individuals from all cultural backgrounds. We also provide a safe and supportive workplace for people with disabilities.

Child Safety

Transcend is committed to being a child safe, child friendly and child empowering organisation. In everything we do we seek to protect children. We are committed to the cultural safety of Aboriginal and/or Torres Strait Islander children; children from culturally and/or linguistically diverse backgrounds; children with a disability; children who are LGBTIQ+.

Further Information

For questions about this position, contact Dr Rachel Richardson, the Board Chair at board@transcendaus.org