

POSITION DESCRIPTION

Position Title	Executive Officer
Location	Assisi Aid Projects, Ross House, Level 4, 247-251 Flinders Lane, Melbourne VIC 3000
Hours per week	3-4 days per week, 7.5 hours per day
Reports To	President of Assisi Aid Projects, Committee of Management
Co-Manages	Finance Officer

Assisi Aid Projects (Assisi)

Assisi Aid Projects is an Australian aid and development NGO with a vision for a world in which all people have equal opportunity to determine and achieve their economic and social potential.

Assisi supports women's economic and social resilience in selected communities in India and Cambodia through strengthening women's skills, knowledge and confidence; supporting women's collectives; and addressing systemic barriers to gender equality.

Assisi is a small, dynamic organisation with a strong track record. Established in 1985, Assisi is accredited with the Australian Department of Foreign Affairs and Trade Aid Program and is a member of the Australian Council for International Development (ACFID).

Position Summary

The EO is responsible for the overall operational management of the organisation and works with the Committee of Management and partners to ensure implementation of Assisi's Strategic Plan and the achievement of its objectives. The EO is also responsible for securing funding for the organisation, improving program delivery and outcomes, enhancing the public profile of Assisi and ensuring that the organisation continues to meet its commitments to partners, funders, and ACFID.

Key Responsibilities

1. Implement the 2020 Strategy

- Ensure Assisi's Strategic & Operational Plans are successfully implemented.

2. Policy, Compliance and Business Continuity

- Ensure Assisi meets ongoing requirements for DFAT Base Accreditation, and has evidence supporting the implementation of all mandatory policies;
- Work with partners to support their organizational development and ensure they can comply with all mandatory policies;
- Maintain the Risk and Complaint Registers and ensure appropriate controls and mitigation strategies are implemented;
- Ensure DFAT / ANCP reports are of a high quality and are submitted on time;
- Engage the Committee of Management (CoM) to ensure they are informed and able to fulfill their governing role through:
 - Ensuring staff and CoM members have sufficient and up-to-date information; providing updates at quarterly CoM meeting and as required throughout the year;
 - Drafting the CoM / AGM agendas and making meeting arrangements together with the President of the CoM;
 - Supporting CoM Sub-Committees (Finance and Risk, Programs and Strategy and Fundraising Sub Committees) and participating as required.

3. Financial oversight

- Prepare the Annual Budget for Assisi Aid Projects & present for approval by the COM.
- Liaise with Live & Learn Melbourne to review the Annual Services Agreement.
- Work with Live & Learn to ensure that tasks are completed as per the Services Agreement. This includes: monthly review of budgets / expenditure / cash flow / and monthly donations.
- Manage the Assisi Aid Project's resources within budget lines according to current laws and regulations.
- Work with Finance and Risk Sub-Committee and external audit firm on annual audit process

4. Marketing, fundraising and business development

- Raise the profile of Assisi Aid Projects in the Australian community (including within the Indian and Cambodian diaspora community) and overseas to develop and build relationships for future projects, fundraising, and information sharing;
- Implement marketing/communications strategies to grow member engagement and donations;
- Identify grant opportunities and prepare submissions aligned with the Assisi Aid Projects' Strategy;
- Identify opportunities for new / aligned implementing partners.

5. Program management and quality assurance

- Ensure that Assisi Aid Projects and partner organizations carry out their activities in a manner that aligns with DFAT/ ACFID commitments and Assisi's Good Practice Manual;
- Work to advance continuous program improvement and organizational learning;
- Strengthen partnerships and working relationships with partners in India and Cambodia and build partner skills in gender equality, mainstreaming proposal development and other identified areas;
- Together with partners prepare high quality written and oral reports, including but not limited to the annual ANCP AdPlan, ANCP RDE Statement, DFAT Performance Report, newsletters and other social media.
- Monitor projects and activities conducted by Assisi Aid Project's partners overseas and provide support to in-country partners to strengthen program impact and comply with all mandatory policies.
- Review quarterly partner reports and track expenses, identifying variations and resolving issues as necessary.

6. Represent Assisi

- Represent Assisi at ACFID member meetings and other industry forums as needed, including attending DFAT briefings, other sector events and networking with potential donors and partners as required

7. Leadership / management

- Recruit and manage staff and volunteers to assist the organisation as necessary.

Executive Officer: Key Selection Criteria

You will be an exceptional leader with a proven ability to collaborate, negotiate and build trusted relationships with staff, partners, donors and supporters. You will have a passion for and experience working in international development and promoting gender equality. You can demonstrate significant success in fund raising. You are flexible and results orientated, equally comfortable and capable working at a strategic and day to day operational level.

It is expected that the successful applicant can demonstrate the following qualifications, experience and personal attributes:

- Demonstrated professional leadership and organisational management ability;
- Demonstrated skills in effective communication and collaboration and the ability to build strong working relationships with key stakeholders;
- Demonstrated, successful experience of fundraising and preparation of grant proposals;
- Demonstrated, high level, strategic and effective program management experience, including oversight of strategic and operational planning, program design, implementation, financial management, reporting and monitoring and evaluation;

- Significant cross-cultural awareness and demonstrated experience working with people from different cultural backgrounds (in-country international development experience preferred);
- Demonstrated experience in providing Board support and administration, or experience which demonstrates the ability to do so;
- Evidence of working in a collegial and flexible manner to meet organisational objectives and a willingness to work outside of office hours from time to time;
- Relevant tertiary qualifications, - e.g. in International Development, Gender, Public Policy, Communications or similar.

Assisi Aid Projects is a child safe organization and the successful candidate will require a valid Working with Children's Check and Australian National Police Check