POSITION DESCRIPTION

POSITION TITLE	Executive Officer, Foyer Foundation
DIVISION	Youth Transitions
DEPARTMENT	Youth Transitions
REPORTS TO	Senior Service Development and Practice Manager – Youth Transitions

REMUNERATION RANGE	$80,000 - $90,000 (pro rata) per annum plus superannuation

ORGANISATIONAL PURPOSE

FOYER FOUNDATION
The Foyer movement in the UK was catapulted by the formation of the Foyer Federation. Founded in the early 1990s by Shelter UK and Diageo, the Foyer Federation today is a community membership based organisation that develops innovative, transformational programmes and campaigns across the United Kingdom. It pilots, tests and replicates these programs within and beyond its network of members and uses the learning to advocate for innovative and responsive Government policies and programmes for young people.

The Foyer Foundation aims to do the same thing in Australia. It is a Company Limited by Guarantee with DGR status. It has a diverse Board of experienced individuals who are involved in community organisations across Australia that work to resolve youth homelessness and youth unemployment.

The Foyer Foundation supports multi-level solutions that deliver better outcomes for young people.

1. It provides the following to agencies that operate or intend to operate Foyers in Australia:
   a. Leading edge thinking on Foyer practice and service design;
   b. Capacity building support and access to tools that assist in the delivery of good practice; and
   c. The management of communities of practice that deliver ongoing quality improvement.

2. It provides the following to government, corporate and philanthropic agencies that fund the capital and recurrent spending requirements of operating or soon-to-be operating Foyers in Australia:
   a. Research and policy development;
   b. Aggregated national data on Foyer performance;
   c. Nationally consistent processes for quality improvement;
   d. Support in mobilising funding for the building and operation of new Foyers; and
   e. Support in linking local, regional and national funding initiatives that target better outcomes for service connected young people.
The Foyer Foundation has already played a valuable role supporting the development of Youth Foyers in Australia. There are currently 13 Youth Foyers operating across Australia.

The Foyer Foundation has a long term commitment to have 30 accredited Foyers operating in Australia by 2030. Achieving that will see Foyers, where they operate, become a key part of an individual community’s integrated youth pathways. And across the nation it will see the creation of a vibrant learning network that is supported by clever data collection and an accreditation process that builds capacity and demonstrates outcomes for funders.

**BROTHERHOOD OF ST LAURENCE**

Established during the Great Depression, the Brotherhood of St Laurence was the vision and creation of Fr Gerard Tucker, a man who combined his Christian faith with a fierce determination to end social injustice. The Brotherhood has developed into an independent organisation with strong Anglican and community links. Today, we continue to fight for an Australia free of poverty.

At the Brotherhood of St Laurence, we are defined by the people that make up our organisation. With 600 employees and 900 volunteers across more than 50 sites, together we strive to help people experiencing disadvantage through research and policy and services and advocacy.

As well as providing services and programs for families and elderly on low incomes, refugees, young people and the unemployed, we research the causes and effects of poverty and advocate national and local policy solutions for people who are disadvantaged.

The Brotherhood is currently focusing its work on strategies to alleviate and prevent poverty for those people most at risk at the four transition stages considered critical to their future well-being: the early years, the years from school to work, periods in and out of work and retirement and ageing.

The Brotherhood’s Strategic Plan for 2015 – 2020 identifies five organisational objectives:

- to demonstrate how to reduce disadvantage and increase social, civic and economic participation through quality, evidence-based policy, programs and practice
- to undertake quality research, gather knowledge and evaluate evidence to inform and support our work
- to work collaboratively and in partnership with others to influence policy and practice.
- to strengthen our organisational capability to support innovation and respond flexibly to changed circumstances
- to collaborate with Aboriginal and Torres Strait Islander peoples and ensure the Brotherhood supports their rights and aspirations.

Each of these priorities is underpinned by well structured, researched and documented body of knowledge to support all elements of work within the Brotherhood.

**PROGRAM BACKGROUND**

The Foyer Foundation and the Youth Transitions Department at the Brotherhood of St Laurence focusses on young people aged 15 and over, who are disconnected from education or employment, to make the crucial step into the world of work. An ‘Advantaged Thinking’ approach will be employed to deliver these programs, this approach promotes the aspirations of young people and ensures young people’s skills, attributes and talents are recognised and enabled. For more information on the Advantaged Thinking approach see the Education First Youth Foyer Practice Framework: http://www.hanover.org.au/youth-foyer/education-first-youth-foyer-practice-framework/
POSITION PURPOSE

The Executive Officer role will be pivotal to supporting the functions and strategic direction of the Foyer Foundation Board. This role is to manage the service delivery and business of the Foyer Foundation and therefore will be tasked with working closely with the Foyer Foundation Board and the Brotherhood of St Laurence (the Brotherhood) to strengthen the pursuit of their respective missions in relation to Youth Foyers in Australia. With those two organisations, the role will work to achieve multi-level solutions co-produced with government, employers, service providers and young people themselves. The work of the Foyer Foundation particularly focuses on:

- Practice and service design of Youth Foyers
- Research and policy development
- Building capacity of providers and access to good practice
- Mobilising Government and employer effort, resources and expertise
- Linking local, regional and national solutions to enable better outcomes for service connected young people

The Executive Officer, in supporting the Foyer Foundation Board to achieve these objectives, is responsible for a range of activities, both externally and internally focused, including policy, advocacy, education, professional development, sponsorship, communications, marketing, finance and administration.

The Executive Officer will need to be a highly skilled communicator who is able to engage and harness knowledge, energy and commitment of the FF board and stakeholders in a meaningful way.

KEY RESPONSIBILITIES

Employee Accountability

- work collaboratively within teams to achieve common goals;
- demonstrate a commitment to the Brotherhood’s and the Foyer Foundation’s quality framework and culture by participating in and promoting quality actions through continual improvement activities;
- in collaboration with the Brotherhood Manager and the Foyer Foundation Board, set goals and objectives to ensure outcomes are met;
- model the Brotherhood and Foyer Foundation values and adhere to the Code of Ethical Behaviour in everyday work practices;
- take responsibility for managing risk, safety, health and compliance in own area of responsibility and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures.

Research, Planning and Analysis

- Manage the accreditation process with individual Foyers and UK service providers;
- Develop, manage and implement the Foyer Foundation strategic plan with the Board. This plan will cover communications, advocacy, stakeholder relations and financial modelling to support the strategic direction of the Foyer Foundation;
- Support the Foyer Foundation board in managing relationships with potential funders and Government.

Community and Stakeholder Relations

- Support relevant Board members in the Foyer Foundation’s advocacy agenda and activities with various State Governments
• Establish strategic relationships necessary for the Foyer Foundation concept to gain support and funding
• Manage partner relationships with support from the Foyer Foundation Board and the Brotherhood from initiation to maturity, to capitalise on major opportunities.

Foyer Foundation Promotion and Communication
• Act as the executive point of contact, liaise with stakeholders and action requests to coordinate communication and proactively ensure responses meet deadlines;
• Respond to media issues with support of Chair and the Brotherhood supervisor as required;
• Position the vision, mission and key messages promoting the development of the Foyer Foundation to both internal and external audiences via the most effective channels;
• Produce a bimonthly e-newsletter for service members which include updated activities of the Foyer movement in Australia and overseas;
• Maintain and update the Foyer Foundation website, working with external professionals in the creation and editing of engaging digital imagery and video content for the website and social media platforms;
• Create and manage a suite of communications to promote the work of the Foyer Foundation;
• Communicate, capture and share Foyer Foundation innovative ideas and practices to stakeholders;
• Create and sustain dynamic, strategic and productive relationships with key stakeholders.

Event Management
• Coordinate meetings and events for the Foyer Foundation Board in particular the annual Foyer Foundation conference;
• Lead the coordination and management of National Community of Practice forums and meetings.

Administrative Functions
• Manage and process new and existing service membership within the Foyer Foundation;
• Manage membership invoicing, payment receipts and related questions from members;
• Provide Secretarial support to Foyer Foundation Board meetings, including preparation of papers, agendas, completion of draft minutes and general correspondence, and other Governance matters as required with various regulatory bodies;
• Attend Board and relevant meetings and maintain an accurate and timely record of proceedings;
• Develop and oversee the implementation and evaluation of administrative practices, systems and procedures to optimise efficiency and support the achievement of quality outcomes;
• Ensure the integrity and confidentiality of all documentation.

Multi-Skilling
• The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent’s competence and training as directed by the Chair of the Foyer Foundation Board, or alternate Board member, and Brotherhood manager.
KEY SELECTION CRITERIA

Required

- Securing and effectively managing sponsorship, grant or project funding;
- Organising high quality events, seminars and functions;
- Demonstrated ability to work in collaboration with a range of stakeholders including Government, industry, education and Community services operators;
- Proven strong organisational skills, ability to manage multiple tasks with an outcome focus
- Strong skills in stakeholder management;
- High level written and verbal communication skills;
- Relevant tertiary qualifications or equivalent experience relevant to the scope and content of the position;
- Proven strong administration skills and systems for managing a complex portfolio of responsibilities including IT systems;
- Capacity to present service models and innovations in public forums and to key stakeholders such as Government Ministers, philanthropists and senior public servants;
- Demonstrated broad knowledge and understanding of policy and practice in the area of education, employment, homelessness, and disadvantage among young people in the Australian context;
- A demonstrated capacity to manage their own time and the available resources efficiently and effectively;
- An understanding of and commitment to the values and ideals of the Foyer Foundation;
- Understanding and commitment to the values of the Brotherhood of St Laurence.

Desirable skills and experience for this position

- Experience in supporting a board in a non-profit organisation
- Media management
- Experience in working in a dispersed, national organisation
- Some experience with content management of websites

Responsible to- relationship between BSL and the Foyer Foundation board

- The Foyer Foundation Executive Officer will be employed by the Brotherhood of St Laurence and adhere to all Brotherhood employment conditions, policies and procedures
- While this position will be directly supervised by the Brotherhood, the Chair or alternative Board member of the Foyer Foundation Board and a Senior Representative from the Brotherhood will meet quarterly to review the work-plan of the appointee.

MANDATORY EMPLOYMENT CRITERIA

- Regular interstate travel is a requirement of this role.
- Proof of eligibility to work in Australia is required.
- A satisfactory Police Check is required. The Brotherhood will facilitate this process.
- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.
ACKNOWLEDGEMENT

I, Insert Name, have read and accept the Position Description as stated above. I acknowledge the description of the position is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

________________________________________  ____________________
Manager Signature  Date

________________________________________  ____________________
Employee Signature  Date