



EXECUTIVE DIRECTOR POSITION DESCRIPTION

Position Title:	Executive Director
Location:	Canberra
Salary:	\$100,000 - \$120,000 commensurate with skills, knowledge and experience, plus super 10.5%, plus salary packaging options
Status:	Full time ongoing
Benefits:	4 weeks annual leave, flexible hours, salary sacrifice options

A Gender Agenda (AGA) works with and on behalf of intersex, transgender and gender diverse people, their friends, families, and allies. We are looking for a new Executive Director to continue the extraordinary work that AGA has done over the last 17 years in improving the wellbeing, visibility, and rights of our community.

We are a small organisation that achieves big outcomes. We do this through:

- Delivering programs that improve the mental and physical health and wellbeing of intersex, transgender and gender diverse people
- Improving human rights for our community through law reform, policy and research
- Improving community understanding of the issues faced by the intersex, transgender and gender diverse community through training and education work.

We recognise the central role of lived experience to our organisation and work within a Human Rights framework which recognises the intersectionality of marginalisation. We use community development and empowerment models of working and seek to create long-term sustainable change as we work in collaborative partnerships with those who share our values.

AGA is predominantly funded by the ACT Government but also seeks to generate income through delivery of fee-for-service training and from donations.

More information about AGA can be found on our website:

<http://genderrights.org.au/>

POSITION SUMMARY

The Executive Director (ED), in conjunction with the Board, provides leadership and direction to the organisation in accordance with strategic plan. The ED needs to be able to build and maintain strong relationships with partner organisations, service providers and government: we are looking for an ED who can negotiate with influence and effect real change. The ED also needs to be able to continue to secure funding, and manage AGA's budget.

AGA's profile is ready for elevation and the new ED will be responsible for leading the development of a communication /media strategy.

Our ideal ED will bring both personal and professional experience and understanding of the community sector to the role. They will have outstanding management skills and the ability to bring out the best in our staff and continue the positive culture of the organisation. They will be able to effectively manage difficult conversations with openness, honesty, and compassion.

This role may suit someone who is looking to build and diversify their excellent leadership and management skills in an executive position. This role offers an opportunity to make a real difference in a vital organisation, working at a critical time for the intersex, transgender and gender diverse communities.

REPORTING

Reports to: Board

Manages: All staff

Key Liaison: Relevant government, non-government, media, health, legal and professional bodies

RESPONSIBILITY AREAS

AGA values **Inclusion, Safety & Respect, Pride & Ambition, Courage & Resilience, Contribution & Agency** and **Accountability & Transparency**.

Key responsibilities of the ED include the following:

- Deliver the short, medium and long-term objectives of AGA as articulated in the strategic plan.
- Recruit, develop, motivate and manage AGA staff and volunteers. This includes maintaining a productive, inclusive and mutually respectful environment.
- Develop and maintain relationships with partner organisations, services and government and maintain the position of AGA as an organisation recognised for its expertise and advocacy for intersex, transgender and gender diverse people.
- Manage submission and grant writing, as required, which meet the objectives of AGA's strategic plan.

- Develop and implement a communication/media strategy to increase the presence of AGA across multiple channels including digital platforms.
- Manage AGA's budget, work with the board and ensure that the organisation meets legal, regulatory and funding body requirements.

SELECTION CRITERIA

The recruiting panel will need to feel confident that the successful candidate understands and demonstrates AGA values and behaviours. The successful candidate will have exceptional communication skills, a deep understanding of community and trauma-informed work and an ability to build and maintain strong relationships across all sectors.

We are looking for an ED with demonstrated skills and experience in the following areas:

1. **Program delivery:** demonstrated expertise in leading the successful delivery of programs and outcomes (similar to those articulated in the AGA strategic plan).
2. **Staff management:** highly developed staff management skills that enable the establishment and maintenance of a productive, inclusive, and mutually respectful workplace that comprises paid staff and volunteers.
3. **Partnerships:** demonstrated ability to build productive relationships with government and community sector leaders and experience in working collaboratively with other organisations to achieve shared objectives. You will also need to have the skills to negotiate with and influence others to achieve outcomes for a small community organisation.
4. **Submissions/grants:** highly developed submission and grant application/ skills.
5. **Communication/media skills:** highly developed communication and media strategy skills to increase AGA's media presence across multiple channels including digital platforms.
6. **Accountability:** experience in managing budgets and meeting the legal and regulatory obligations applicable to an incorporated association like AGA. This includes the skills and experience to enable you to work effectively with a volunteer Board.

Relevant tertiary qualifications in social work, community development, communications, public health, public policy, management or related fields are highly desirable.

AGA welcomes applications from all people with relevant experience and a passion for working in this area.

People with lived experience of intersex variation or who identify as transgender or gender diverse are particularly encouraged to apply, as are people who are parents, partners or children of intersex, transgender or gender diverse people.

Our community is diverse and we also encourage applications from people who identify as Aboriginal or Torres Strait Islander, as having a disability or who are from a non-English speaking background.

A national police check and Working with Vulnerable People check is required.

MORE INFORMATION AND APPLICATIONS

For more information please contact our Board Chair and Deputy Chair on edrecruitment@genderrights.org.au.

Applications close Friday 2 September 2022. Please send your application to edrecruitment@genderrights.org.au