



POSITION DESCRIPTION

One Girl is looking for an interim
Chief Executive Officer!
Could it be you?

ONE GIRL

THE ROLE

Our outstanding CEO is off on parental leave in 2020 which opens up an incredibly rare opportunity for a leader to step in as Interim CEO for One Girl for 10 months (Jan-Oct).

As CEO you will provide motivation, leadership, direction, mentoring and feedback for all the team and create a space that fosters creativity, and empowers and develops the team to be the best they can be.

This is a caretaker role and will focus on working closely with the board and staff to implement existing plans that support the long-term achievement of One Girl's mission; and create and nurture a culture that is in line with One Girl's values.

A WORD FROM THE CHAIR

One Girl is in its 10th year, and the board, staff and community of supporters are more excited than ever about the work we're doing and the impact we're creating.

We're equally excited that our outstanding CEO is off on parental leave in 2020. This opens up an incredibly rare opportunity for a leader to step in as Interim CEO for One Girl for 10 months (Jan-Oct 2020).

We're looking for an energetic, inspirational leader who shares a passion for our purpose to create change for girls and their communities through education. If you're a values-led, people-focussed leader who is looking for an opportunity to lead a growing organisation and create more impact in the world, we want to hear from you.

Charlie Syme,
Chair of the One Girl Board



At One Girl, we believe that *every girl* on the planet
has the right to an education.

No matter where she is born, how much her family earns,
what religion she adheres to or what her culture says,
every girl deserves the opportunity to learn,
grow, and be the best she can be.

We're on a huge mission to change the world, one girl at a time.

We know *we can't do it* alone – and that's why
we need you!

ONE GIRL



RESPONSIBILITIES

LEADERSHIP

- Provide motivation, leadership, direction, mentoring and feedback for all the team and create a space that fosters creativity, and empowers and develops the team to be the best they can be.
- Manage overall team performance, capacity and professional development.
- Create and nurture a culture that is line with One Girl's values.

STRATEGY

- Ensure that One Girl achieves its goals and objectives through the execution of the strategic plan and annual budget.
- Work closely with the board and team to implement plans that support the long term achievement of One Girl's mission.

OPERATIONS

- Overall management of the team including finance and administration, human resources, communications, fundraising, community engagement, international programs, IT and operations.
- Oversee One Girl's finances, ensuring development and control of financial plans and annual budgets.
- Oversee financial activities, policies and practices to ensure quality and effectiveness of financial and risk management.
- Implement critical business systems to support growth, sustainability, transparency, and accountability.
- Oversee One Girl's child and young person safeguarding mechanisms both in Australia and overseas.



- Work proactively and effectively with the board, including regular meetings with the Chair and bi-monthly reporting and preparation for board meetings.

FUNDRAISING AND COMMUNICATIONS

- Work closely with the Fundraising Director to ensure the fundraising work plan is implemented in line with the approved budget.
- Support the Communications Director to optimise One Girl's online presence and grow our community and supporters.
- Provide operational support and strategic oversight to the fundraising and communications teams to optimise our major fundraising appeals and campaigns and to grow income.
- Develop and nurture partnerships with individuals and companies that share One Girl's vision and mission.

INTERNATIONAL PROGRAM MANAGEMENT

- Provide leadership, operational support and strategic oversight to the International Programs Director and the wider programs team in Australia and in-country.
- Support the programs team by ensuring that appropriate processes and policies are in place.
- Oversee the development, preparation and submission of grants as well as other proposals.
- Oversee the granting of One Girl funds to implementing partners.

YOUR VALUES AND COMPETENCIES

You're passionate about creating a world where all girls — no matter where they are born or how much money they have — enjoy the same rights and opportunities as boys. A world where every girl has the chance to be the best she can be. You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

Ideally, you will possess:

- Proven leadership and extensive management expertise.
- Proven ability to function strategically within a dynamic organisational context.
- Demonstrated experience in managing a small resource-constrained organisation.
- Demonstrated experience in financial, human and physical resource (risk) management.
- Experience in program management in a development setting (desirable).

THE REWARDS

This part-time position is based in Melbourne, at One Girl's HQ office in Abbotsford and flexible working arrangements are available. We encourage people from diverse backgrounds to apply. One Girl is a child safe organisation and all successful applicants will be required to sign the Child and Young Person Safeguarding Code of Conduct.

We're looking for an energetic, inspirational leader who shares a passion for creating change for girls and their communities through education.

If you're a values-led, people-focussed leader who is looking for an opportunity to lead a growing organisation and create more impact in the world, we would love to hear from you!

SOUND LIKE THE PERFECT ROLE FOR YOU?

For a confidential discussion or to receive an information pack about this role with One Girl contact Kate Faulkner on 03 9600 0115. Apply by visiting <https://talentnation.com.au/jobs>

Please direct any general enquiries to apply@talentnation.com.au using the subject line: 'CEO – One Girl' enquiry via EthicalJobs.

We encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders to apply.

One Girl is a child safe organisation and all successful applicants will be required to sign the Child and Young Person Safeguarding Code of Conduct.

We can't wait to hear from you!



All Photos: Olivia Acland/One Girl