

CHIEF PEOPLE OFFICER

About Out for Australia

Our Organisation

Out for Australia (OFA) is an organisation that empowers LGBTQIA+ people to thrive at work in the formative stages of their careers. Since we were established in 2013, we have been known for running Australia's largest career LGBTQIA+ mentoring program, having supported over 3000 people through the program. We run regular events around the country, including our annual 30 Under 30 Awards, we share and amplify our community's stories, and we connect our community together.

Our People

The OFA team are mostly volunteers, working tirelessly to empower LGBTQIA+ people in the formative stages of their careers across Australia. We are a diverse mix of tertiary students, people in the early stages of their careers, and those more established. We come from a broad range of career, industry and educational backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support our LGBTQIA+ community.

Position Description

Team:	C-Suite		
Reporting to:	CEO	Direct reports:	People & Culture Team: <ul style="list-style-type: none">● Director of People Operations● Equity & Accessibility Director● People & Culture Coordinators
Time required:	6 – 8 hours per week		
Commencement:	The strong candidate will be in a position to commence at any time before the end of July 2024, with preference for commencement in May 2024 to act in the role until the end of June while the incumbent is on leave.		

Out For AUSTRALIA

Purpose

This is a senior leadership role at Out for Australia, responsible for managing our people processes including onboarding, recruitment and offboarding, leading our volunteer experience strategy through engagement initiatives, and overseeing our Equity & Accessibility Portfolio. The CPO works collaboratively with volunteers across our organisation to support a connected, enabled and empowered volunteer base.

Responsibilities

- **Lead OFA's People & Culture function (40%)**
 - Foster an engaging and rewarding volunteer culture through engagement and wellbeing initiatives, internal communications, and learning and professional development opportunities.
 - Support people leaders across the organisation in the management and development of their volunteer teams.
 - Lead the planning and implementation of an annual National Conference for all volunteers.
 - Ongoing monitoring and evaluation of the volunteer experience, including through quarterly satisfaction surveys.
- **Oversee effective people processes (30%)**
 - Work with your team and other volunteers to plan, implement and evaluate effective people processes for our volunteers, including in recruitment, onboarding and offboarding.
 - Oversee the day-to-day P&C operations and support the P&C Team in performing their duties, stepping in where required for complex, urgent or sensitive matters.
- **Supporting the Equity & Accessibility portfolio (10%)**
 - Support the E&A Director as they lead their Portfolio strategy.
 - Assist the E&A team where required, including by championing E&A at the senior executive level.
- **Strategic and organisational responsibilities (10%)**
 - Participate in National Executive meetings (every six weeks).
 - Participate in C-Suite meetings (fortnightly).
 - Regular communication with the CEO, to provide P&C support where required.
 - Contribute to high-level strategic and organisation planning.
- **General volunteer expectations (10%)**
 - Undertake an OFA volunteer induction and role onboarding.

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Out For AUSTRALIA

- Understand and implement OFA's strategy, vision and mission.
- Uphold our volunteer code of conduct.
- Assist with initiatives as required.

Key skills and experience

We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

We Desire

- Experience in People & Culture or Human Resources, or willingness to learn.
- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.
- Demonstrated skills in leadership, people management and interpersonal communication.

What you will get out of your role

- Give back to your community and support LGBTQIA+ people in the formative stages of their careers to be their authentic selves in the workplace.
- Gain experience in people leadership, and exposure to senior strategic decision-making at a national not-for-profit.
- Be a part of a welcoming and fun volunteer community.
- Develop and practise your leadership skills in a supportive and empowering environment.

Out For AUSTRALIA

How to apply

To apply, you should email our CEO Heather Preston at ceo@outforaustralia.org, copying recruitment@outforaustralia.org and attaching the following:

- Cover letter of no more than one page.
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

Please use the Email Subject: Application - Chief People Officer (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact recruitment@outforaustralia.org.

Applications close on 28 April 2024

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.