



CEO Job Description

Role: Chief Executive Officer

Full time but we are flexible. If full time doesn't work for you, let us know.

The GO Foundation considers that being of Aboriginal or Torres Strait Islander descent is a genuine occupational qualification under s14 of the *Anti-Discrimination Act 1977 (NSW)* for this role.

Reporting to: Chairperson and the Board

Location: Sydney is the preferred location for this role.

About the GO Foundation

The GO Foundation was established in 2009 by Sydney Swans footballers Adam Goodes and Michael O'Loughlin and their friend James Gallichan who all believe that education is an important factor to help Indigenous Australians achieve a brighter future.

The GO Foundation's Mission is *to provide scholarships at quality schools, mentoring and pathways to help Indigenous Australians to achieve a brighter future.*

The Foundation's Purpose is *to empower the next generation of indigenous leaders through education.*

We are a values driven organisation. Our values are Integrity. Equality. Opportunity. Strength in culture.

The GO Foundation provides scholarships to Indigenous students from kindergarten through to university, in public and independent schools, to students who live with family, in community and on country. Through a GO scholarship, our students access the tools and resources they need to ensure their journey through school is as rich and rewarding as possible. We currently have awarded over 500 scholarships to date to students mostly based in Sydney and Adelaide with plans to extend to Canberra in 2021 and eventually across Australia.

With their scholarship funds, our students can cover their educational needs, including laptops, wi-fi access at home, sporting equipment, musical instruments, excursions, school trips, and food at the canteen. The GO scholarship is an entry point to the GO Ecosystem, a model of collaborative impact where our partners work with us to provide GO students with a broad range of opportunities.

Our partners, including the Public Education Foundation and CareerTrackers, work together to broaden our students' perspectives and provide access to many opportunities including cultural

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GOODES O'LOUGHLIN FOUNDATION LIMITED ABN 59 139 676 010

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The GO Foundation acknowledges the traditional owners of Country throughout Australia. We acknowledge their continuing care for and connection to land, sea and community. We pay our respects to them and to Elders past, present and emerging. It is our genuine hope that the work of the GO Foundation and our focus on Aboriginal and Torres Strait Islander culture, the oldest surviving culture in the world, leads us all to a stronger tomorrow.

Always Was. Always Will Be Aboriginal Land.

mentoring, homework support, leadership training, STEM training, exposure to a broad range of career options, work experience and paid internships. Once a GO student, Always a GO student, so this mentoring and support continues long after the GO scholarship has ended.

At the heart of the GO Ecosystem is a burning desire to strengthen our students' cultural identity - to connect them in a meaningful way to their culture and heritage. By sharing our students' perspective and their culture with our Ecosystem partners, we hope to create workplaces that are truly inclusive and welcoming of all Australians.

About you

You are excited by the opportunity to improve outcomes for Indigenous children and young people through education. You have demonstrated experience in leading a team and working with a diverse range of stakeholders to deliver outcomes of high impact and quality. You are someone who can bring the GO values of *Integrity, Equality, Opportunity* and very importantly *Strength in culture* to life. You will be a role model for our GO Scholars.

You possess and exhibit the following credentials:

- Relevant tertiary qualifications
- Excellent leadership skills that demonstrate a positive action orientation, the ability to inspire and influence others and represent an organisation's interests in a compelling manner to stakeholders
- Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal and project skills
- Proven senior executive leadership experience incorporating business plan development, implementation, operations and reporting
- Highly developed strategic, analytical, conceptual and problem-solving skills

About the role

Reporting to, and working collaboratively with, the Founders, Chair and Board you will be the first Indigenous Chief Executive of the GO Foundation and will lead the organisation into its next stage of growth.

You will have overall strategic and operational responsibility for the GO Foundation's staff, programs, expansion and execution of its mission and purpose.

You will continue to build the GO Foundation scholarship program across Australia through our GO Ecosystem and a sustainable funding pipeline. You will foster exceptional relationships with a wide variety of stakeholders and continue to develop and build the dedicated GO team.

The key accountabilities of the role include:

Strategic Planning & Implementation

- Support the Board in its role of setting the strategic direction of the Foundation by the provision of timely, relevant advice and information
- Coordinate the effective development and implementation of the Foundation's Strategic Plan in partnership with the Board
- Manage, develop and implement marketing, communications and fund raising strategies;
- Develop and present Business Plans to the Board, as required, to facilitate the achievement of the Foundation's strategic direction

- Monitor the implementation of Strategic and Business Plans and report on the achievement of timelines, budgets and outcomes, as determined by the Board

Leadership & Management

- Create a workplace that reflects GO values and promotes collaboration and innovation
- Inspire and motivate a hard-working, lean team who are committed to the mission and values of GO
- Implement the policies, processes and codes of conduct approved by the board and facilitate the monitoring and reviewing of, and reporting against, those policies, processes and codes of conduct
- Work collegially with team members to create KPIs, review performance and encourage individual and team professional development
- Lead by example acting at all times in accordance with the Foundation's values and behaviours, and regularly undertake a personal assessment and reflection against those values and behaviours
- Ensure ongoing local programmatic excellence, rigorous program evaluation, and consistent quality of finance and administration, fundraising, communications, and systems
- Ability to lead a large-scale technology build working with external providers to ensure that GO systems and processes are fit-for-purpose
- Provide support to the technical team with respect to automation of internal processes

Fundraising

- Expand current revenue generating and fundraising activities to support and grow existing program operations and new staff position/s
- Create new revenue streams including Government (State and Federal), Corporate, Philanthropic and High Net Worth Individuals
- Liaise and work co-operatively with relevant stakeholders on strategic and operational matters
- Identify, build and maintain solid relationships and partnerships with all levels of government, industry members, philanthropic groups and others
- Identify opportunities to partner and assist in the development of community programs that meet the strategic objectives of the Foundation

Delivery of Programs and HR Management

- Develop and implement programs that meet the objectives of the Foundation to improve educational outcomes for GO Scholars
- Identify opportunities for project development or partnerships that enhance the Foundation's service offerings
- Performance management and appraisal of staff
- Develop policies and procedures relating to training, employment and management of staff ensuring compliance with all applicable State and Federal laws and regulations

Financial, Risk Management and Budgeting (Supported by Head of Finance)

- Develop, implement and monitor the annual budget, in consultation with the Board
- Develop professional, timely reports to funding bodies, ATO, ASIC and others, ready for approval of the Board, if so required
- Ensure compliance with Funding Agreements to preserve and/or enhance recurrent funding and ensure continuity of programs

- Identify potential donors and prepare applications for grants from Government, philanthropic organisations and other donors
- Manage budgeted expenditure, including being a signatory to all accounts as delegated by the Board
- Present budgeted recommendations to the Board
- Identify and manage operational and funding risks for GO and, where those risks could have a material impact on the organisation, formulating strategies for managing and mitigating those risks, including for consideration and endorsement (as applicable) by the Board and the Risk Audit & Finance Committee.

Communications (Supported by Head of Communications and Events)

- Deepen and refine all aspects of communications from web and social media presence to external relations with the goal of creating a stronger brand
- Strengthen brand presence to garner new opportunities
- Work closely with the Head of Communications and Events to deliver large media campaigns, social media and traditional media
- Work effectively with GO Ambassadors Dr Anita Heiss, Brooke Boney, Dan Sultan and Blak Douglas to drive the GO brand

Event Management (Supported by Head of Communications and Events)

- Work closely with the team and Head of Communications and Events, deliver a wide range of events each year including the Big Lunch, the Launch, Graduation Ceremony, Mentoring Events and Capital Campaign events

The role's key stakeholders

The role's key internal stakeholders are:

- The Founders, Chair and Board
- Direct Reports - Head of Finance, Head of Scholarships, Head of Communications and Events, Scholarships Project Manager and Executive Assistant (there are currently 5 members of the GO staff team)

External Stakeholders

- Students across all age groups including young adults at university – and their families
- Indigenous partner organisations; Indigenous leaders and other prominent Australians
- Donors – including high net worth individuals and philanthropists
- Ecosystem and Corporate partners
- Schools, Universities and Registered Training Organisations
- Ministers and their offices, and Commonwealth and State Departments
- Media

Role remuneration and location

The remuneration package will be sufficient to attract, retain and motivate an outstanding candidate.

Our preference is for the Chief Executive Officer to be based in Sydney, Australia.

The recruitment process

The recruitment process is being led by Jason Glanville who has been appointed as the interim CEO to assist the GO Foundation Board with this process and the transition to an ongoing Indigenous CEO.

Please send a short letter (maximum of 2 pages in length) detailing your interest and claim to the role, along with your CV to Jason@gofoundation.org.au by close of business Wednesday 23 December 2020. Jason can also be contacted on this email should you have any queries on the role and this first stage of the recruitment process.

