

Queensland Assistant Director Position Information Pack

“TheOaktreeFoundationis anoutstandingadvocatefor increasingawareness among young peopleinAustralia andoverseas ofdevelopment challenges. Itsroleinmobilising young people to tackle poverty –andto inspirethemto believethatthey can makea difference–is commendable.”

TheHonourableKevinRuddMP
FormerPrimeMinisterof Australia

WHO IS OAKTREE?

The Oaktree Foundation is one of Australia’s fastest growing and most dynamic international aid and development organizations. Entirely run by young volunteers under the age of 26, Oaktree has 85,000 members around Australia and has led some of Australia’s biggest poverty campaigns- including the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, and the **MAKEPOVERTYHISTORY** Roadtrip campaigns in 2007 and 2010 which succeeded in securing bipartisan commitment to increasing foreign aid to \$4.3 billion. The Oaktree Foundation is also responsible for creating and running the hugely successful Live Below the Line campaign, and in 2012 will be orchestrating an incredibly exciting mass mobilisation which will see thousands of young Australians coming together and advocate for an increase in the government’s commitment to foreign aid.

Oaktree sees education as the key to enabling the world’s poorest individuals and communities to lift themselves out of poverty. As a result, Oaktree works across the Asia Pacific region – in places like East Timor, Cambodia and Papua New Guinea – to build schools, train teachers, and provide scholarships so impoverished children can attend school and much more.

ACHIEVEMENTS

Oaktreehas hadsome notable achievementseitherindividually orpartof acoalitionwith otherorganisations. These includebutare notlimitedto:

- InAustralia, wehave more than 85,000 members all of whom are playing their part in fighting to end extreme poverty.
- We’re internationally recognized through numerous awards for our high impact campaigning and incredible achievements. In 2010, we were awarded the International Youth Leadership Award for MDG action by the United Nations in New York and, in 2007 we were presented with the prestigious ‘Free Your Mind’ award at the MTV Music Awards.
- We were the leaders behind the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, the 2007 **MAKEPOVERTYHISTORY ZEROSEVEN**Roadtrip, the 2008 End Child Slavery Campaign, and the 2010 **MAKEPOVERTYHISTORY**Roadtrip which culminated in the largest poverty focussed lobby day in Australia’s history.
- Our revolutionary fundraising and awareness campaign Live Below the Line has raised over \$2 million for fighting poverty in under 18 months, is backed by Hugh Jackman and has been launched internationally in the US and UK through our partners at the Global Poverty Project.
- We’ve raised over \$3.5 million to provide education to some of the most disadvantaged communities in the world – including building schools in East Timor, teacher training in Papua New Guinea,

Queensland Assistant Director

<p>Job outline</p>	<p>The role of the Queensland Assistant Director is to work with the State Director to lead, inspire and grow the Queensland team in the effective implementation of Oaktree initiatives. This role involves visioning for the strategic direction of Oaktree, with the National Extended Leadership Team (ELT), and working with the State Director to ensure these initiatives are translated into the Queensland context.</p> <p>Specifically, the NSW Assistant Director is responsible for:</p> <ul style="list-style-type: none"> • Assisting the State Director and working with the State Management Team to develop and implement a strategic plan and vision for the NSW branch; • Managing relationships with key external stakeholders and exploring opportunities for sponsorship and partnership; • Managing and supporting 1 State Manager to implement key Oaktree initiatives; • Providing support and counsel to the State Director. <p>The Assistant State Director will play a pivotal role in mobilising young people in Queensland to join the movement to end extreme poverty. As such, they have the unique responsibility of implementing key People & Culture initiatives of Oaktree, including:</p> <ul style="list-style-type: none"> • Providing opportunities for training and development of the Queensland team, with a particular focus on development education. • Ensuring the implementation of effective human resource processes, including the recruitment and induction of volunteers.
<p>Key Performance Indicators</p>	<ul style="list-style-type: none"> • Success and quality of initiatives run in NSW • Development of a cohesive, effective and dynamic team • Empowered and positive volunteer experience
<p>Characteristics and skills required</p>	<ul style="list-style-type: none"> • Outstanding leadership and management skills • Excellent oral and written communication skills • High level of personal organisation and efficiency • Willingness to take personal responsibility and use initiative to solve problems • Vision and passion • Ability to relate to people on a personal level and forge strong professional relationships
<p>What you get out of it</p>	<ul style="list-style-type: none"> • Experience managing a team • Experience developing strategy for your own business unit • Training in resilience, people management and task management • Experience and fun • Chance to make a significant contribution to ending extreme poverty
<p>Opportunities for growth</p>	<ul style="list-style-type: none"> • Professional development overseen by State Director and Chief Operations Officer • Opportunities to work with peak aid and development organisations
<p>Time commitment</p>	<p>15-20 hours a week. This includes a minimum of 1 day a week in the Oaktree Queensland office for:</p> <ul style="list-style-type: none"> • Fortnightly State Management Team meetings; • Fortnightly Whole Team meetings; • Regular meetings with the State Director and State Managers <p>As a member of the ELT, attendance at 2 national retreats a year is also expected. Due to the seniority of the role, it is necessary for the applicant to commit to a minimum of 12 months with Oaktree.</p>
<p>Reports to</p>	<p>Queensland State Director</p>

The Oaktree Foundation



To Apply

All applicants are required to submit:

- A current CV of no more than 4 pages
- 2 referees (written or verbal)
- A cover letter of no more than 2 pages outlining the applicant's characteristics and skills.

For additional information about Oaktree and our initiatives, be sure to visit our websites:

- www.theoaktree.org The Oaktree Foundation main website
- www.livebelowtheline.com.au Live Below the Line website

Lodging an Application

Applications close at 5PM on the 30th of October. Shortlisted applicants must be available for interviews in the first week of November, and the successful candidate will begin an intensive induction period on November 20th.

It is also expected that the successful candidate will be available for the Oaktree Foundation's National Conference from the 2nd – 4th of December. The successful candidate will formally begin the role on the 12th of December.

Any questions or applications should be directed to the Chief Operations Officer – Claire Harman. Claire can be contacted at c.harman@theoaktree.org or on 0430 144 90.