

Executive Assistant to the General Manager of Campaigns Position Information Pack

WHO IS OAKTREE?

The Oaktree Foundation is an aid and development organisation run by young people under the age of 26. We believe that education is the most powerful force we have to change the world. Oaktree takes action by partnering with developing communities to make educational opportunities reality.

In a world where people often only give token responses to poverty, Oaktree believes that young people can be leaders who don't just talk about change but create it. We believe that the key to making lasting change and breaking the poverty cycle is education. At the core of our work are our projects in developing communities. Oaktree partners with local organisations to provide educational opportunities to young people. Currently we support projects in four countries: East Timor, South Africa, Papua New Guinea and Cambodia. In Australia we support our projects through advocacy, fundraising and volunteer mobilisation.

THE STORY

In 2002, Hugh Evans lived and worked in the rural valley communities of KwaZulu-Natal, South Africa. Here he came to understand that bringing opportunity and hope to the community could only be achieved through a spirit of partnership. In 2003 Hugh and Nicolas Mackay founded The Oaktree Foundation to harness the potential of young people to reduce poverty and empower developing communities through education.

Oaktree grew from young people sitting in living rooms, cafes, school classrooms and church halls throughout Melbourne who were committed to building on this vision. Our first partnership was created with an organisation in South African called Sethani who wanted to build a community resource centre that would provide educational opportunity for 750 orphans and vulnerable children and this success has been replicated many times.

ACHIEVEMENTS

Oaktree has had some notable achievements either individually or part of a coalition with other organisations. These include but are not limited to:

- In Australia, we have over 95,000 members, all of whom are playing their part in the fight to end extreme poverty.
- We were the leaders behind the 2006 **MAKEPOVERTYHISTORY** Concert in Melbourne, the 2007 **MAKEPOVERTYHISTORY** Zero Seven Road Trip and the 2008 End Child Slavery Campaign.
- In 2007 the Oaktree Foundation was presented with the prestigious 'Free Your Mind' award at the MTV Music Awards.
- By now, Oaktree's Schools 4 Schools program has expanded to over 40 schools across Australia, and is one of the largest programs in the country engaging school students on issues of social justice
- Our revolutionary fundraising and awareness campaign, Live Below the Line (www.livebelowtheline.com.au), has raised over \$2 Million in under 18 months, is supported by Hugh Jackman and has been launched in the US, the UK and NZ by our partner the Global Poverty Project.

"The Oaktree Foundation is an outstanding advocate for increasing awareness among young people in Australia and overseas of development challenges. Its role in mobilising young people to tackle poverty – and to inspire them to believe that they can make a difference – is commendable."

The Honourable Kevin Rudd MP
Former Prime Minister of Australia

POSITION AVAILABLE

Executive Assistant to the General Manager of Campaigns

The General Manger of Campaigns is responsible for design and delivery of Oaktree’s public facing campaigns and communications work. Overseeing Live Below the Line, all of Oaktree’s short and long-term campaigns and the organisational communications strategy and outputs, the General Manager of Campaigns works to create long-lasting social and political change.

The GM of Campaigns is supported by the work of an Executive Assistant. This role will provide you with broad exposure to the full scope of Oaktree’s work – you will work alongside Oaktree’s highest-level leaders, and contribute to all campaigning and communications initiatives. It will provide enviable exposure to high-level thinking in a significantly sized NGO. It’s a role whose scope of responsibility, and level of contribution can be scaled upwards given the capability displayed by the person in the role.

Job Outline	<p>As the Executive Assistant to the General Manager of Campaigns, you will provide high-level support, being responsible for:</p> <ul style="list-style-type: none"> • Contributing to key strategies to be applied across Live Below the Line, Oaktree’s campaigns and the organisations communications. • Taking responsibility for the implementation of core processes and guiding support for Live Below the Line, 2012 Oaktree Campaigns and Communications. • Providing support to the GM of Campaigns in managing external relationships, and identifying new opportunities; • Taking on special projects that can take Oaktee’s public face to the next level, in terms of boldness and effectiveness.
Key Performance Indicators	<ul style="list-style-type: none"> • Timeliness and quality of internal communications • Level of initiative shown in development and implementation of systems and processes • Quality and timeliness of delivery of special projects • Alignment of Live Below the Line, Campaigns and Communications with their individual strategic directions
Skills required	<p>Eligible candidates must have:</p> <ul style="list-style-type: none"> • Excellent oral and written communication; • High level of personal organisation and efficiency; • Willingness to take personal responsibility and use initiative to solve problems; • Integrity and passion; • Ability to relate to people on a personal level and forge strong professional relationships; • Commitment to Oaktree’s values and mission. <p>It would be beneficial for candidates to have:</p> <ul style="list-style-type: none"> • Experience in management and/or strategic planning; • Experience in communications; • Experience in developing and coordinating efficient and effective systems and processes; • Experience in relationship management, including situations of sponsorship and/or customer service.
What you get out of it	<ul style="list-style-type: none"> • Opportunity to make a positive contribution to our world • Opportunity to gain first-hand, high-level experience within an international aid and development organisation

The Oaktree Foundation



	<ul style="list-style-type: none">• Opportunity to play a significant role in Oaktree’s work and take high-level responsibilities• Opportunity to shape the future of Oaktree’s public face and social and political achievements• Opportunity to develop a network of similarly passionate young people, and have fun!
Opportunities for growth	<ul style="list-style-type: none">• Training and experience in project and relationship management, organisational operations and strategic planning• Training and experience across cutting edge campaigning, communications and fundraising.• Access to aid and development literacy resources• Personal development in a supportive and challenging environment
Time commitment	10-15 hours per week including one day per week in the Oaktree Victoria Office <ul style="list-style-type: none">• This includes weekly meetings with the General Manager of Campaigns• This role will be based in Melbourne• We are looking for individuals who can make at least a one year commitment to the position
Reports to	General Manager of Campaigns

To Apply

All applicants are required to submit:

- A current résumé of no more than 4 pages
- At least one reference (written reference or contact details provided)
- A cover letter of no more than 2 pages, outlining the applicant’s characteristics and skills

Applications will be received and assessed on a rolling basis, and should be sent to d.lewistoakley@theoaktree.org

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

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

Questions

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