

ANTAR

WORKING WITH ANTAR

Includes Position Description

Our Vision

A just Australia in which Aboriginal and Torres Strait Islander peoples' rights as First Peoples are recognised, respected and enjoyed.

Our Purpose

To be a respected 'Thought Leader' that engages, educates and mobilises the broader Australian community to support and advocate for treaty, justice, rights and respect for Australia's First Peoples.

Our Principles

1. We actively support the right of Aboriginal and Torres Strait Islander peoples to self-determination.
2. We partner with and take our lead from Aboriginal and Torres Strait Islander people and organisations. We build alliances with other organisations and across sectors in support of common goals.
3. We believe that all Australians should be fully informed about and have a role to play in achieving a just Australia in which Aboriginal and Torres Strait Islander peoples' rights as the First Peoples are recognised, respected and enjoyed.
4. We seek to amplify the voices of Aboriginal and Torres Strait Islander people and organisations.
5. We are committed to social justice and the full realisation of human rights, including those expressed in the United Nations Declaration on the Rights of Indigenous Peoples.
6. We believe in empowerment and community development. Working closely with our State and Territory ANTAR affiliates to educate the broader community about justice, rights and respect for Aboriginal and Torres Strait Islander people.
7. We believe in speaking up about injustice, inequality and racism.
8. We are accountable and transparent.

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ANTAR is proud to acknowledge and pay our respects to First Nations Peoples as the traditional owners of the lands on which we work across the continent.

Remuneration Package

We aim to provide an overall remuneration package that is attractive and fair. Our remuneration plan regularly reviews and benchmarks against the local market to ensure we offer competitive employment conditions that are appropriate to our sector. We also offer flexible working arrangements that provide work life balance.

Leave Entitlements

You will have access to 20 days of paid annual leave each year (pro-rata for part-time employees) and receive 17.5% leave loading when you take annual leave. You will also receive paid leave between the Christmas and New Year period and other types of leave including 20 annual days of personal (sick or carers') leave, 15 days of paid parental leave, long service leave and compassionate leave. In addition, we provide culturally significant leave for employees with commitments under Indigenous and other cultural customs, traditional laws or religions.

Performance and Development

As a valued member of the team, you'll have regular feedback with the President and ANTAR will be supportive of training and development opportunities to progress your career.

Locations

While our main office is in Sydney and the preference is for these roles to be filled from Sydney, strong candidates will be considered to work from our Melbourne office. Our office locations are:

SYDNEY ANTAR Head Office is on Gadigal Land, Elizabeth St Surry Hills, a five minute walk from transport connections at Central Station.

MELBOURNE ANTAR also has a remote office on the land of the Wurundjeri Woi Wurrung Peoples. Leveson St, North Melbourne.

Our team undertakes a mix of office and working from home and we encourage a healthy work life balance. We use routine video conferencing meetings to connect Sydney and Melbourne team members.

POSITION DESCRIPTION

Title	National Director (CEO equivalent)
Location	Sydney or Melbourne
Date	Applications close COB 1 September 2023
Employment Type	Permanent Full Time 38-hour week
Reports to	ANTAR Board
SCHADS Award Level	\$130-140k range + Super (depending on experience)
Purpose of Role	<p>The National Director leads and oversees all aspects of ANTAR National, which includes direct reporting to the Board, and communications with ANTAR Board Executive, the ANTAR and State/Territory ANTARs.</p> <p>The National Director has overall responsibility for the administration, operations, strategic directions and key activities of ANTAR National.</p> <p>The National Director is responsible for ensuring ANTAR's reputation and brand is protected and promoted at all times.</p> <p>The National Director is the spokesperson for ANTAR National unless otherwise directed by the Board or delegated to the National Development and Operations Manager.</p> <p>The position requires the ability to lead a small and growing organisation in a dynamic and innovative manner to help drive new strategies and initiatives related to the overall successful operations of ANTAR National.</p>
Outcomes of Role/Key Responsibilities	<p>1. PLANNING AND IMPLEMENTATION</p> <p>1.1 Co-ordinating the development and implementation of ANTAR's National Strategic Plan.</p> <p>1.2 Providing advice to the Board on planning and coordination matters.</p> <p>1.3 Overseeing administration, staffing, volunteer and fundraising functions of the National Office.</p> <p>1.4 Supervising staff and volunteers, and co-ordinating their training and Development, performance reviews and coordination of periodic remuneration reviews.</p>

2. NATIONAL CAMPAIGNS AND ADVOCACY

2.1 Co-ordinating the development of ANTAR policy on campaign issues, campaign objectives and strategies, and campaign evaluation.

2.2 Co-ordinating the implementation of national campaign strategies, including media and external communications, lobbying, and representing ANTAR.

2.3 Coordinating ANTAR National's policy advocacy, including the development of policy papers and submissions.

3. ORGANISATIONAL SUPPORT

3.1 Coordinating Board meetings and providing assistance to the Board as required.

3.2 Co-ordinating the provision of information and assistance to State/Territory ANTARs as required.

3.3 Ensuring efficient and timely communication from the National Office to the Board and State/Territory ANTARs.

3.4 Ensuring timely and efficient reporting as determined by the Board.

4. SUSTAINABILITY OF THE ORGANISATION

4.1 Managing ANTAR's strategies to ensure the sustainability and viability of the organisation as determined by the Board

4.2 Overseeing ANTAR's fundraising activities and assisting with them as required.

4.3 Co-ordinating the management of ANTAR's budget setting and compliance, and financial accountability systems as determined by the Board.

4.4 Assisting the Board with the management of ANTAR's assets and to ensure ANTAR's compliance with legal and other requirements as a non-profit organisation.

5. LIAISON WITH ABORIGINAL AND TORRES STRAIT ISLANDER PEOPLES AND OTHER ORGANISATIONS

In conjunction with the Board:

	<p>5.1 Maintaining ongoing liaison with and, where necessary, seeking direction from Aboriginal and Torres Strait Islander leaders and organisations.</p> <p>5.2 Developing and maintaining constructive working relationships with other relevant organisations, groups and individuals.</p>
<p>Required Experience</p>	<p>Relevant experience in leadership, strategic development and management of organisations in the non-government sector, including financial management and oversight of funds development activities</p> <p>Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander societies and cultures and an understanding of government policies and issues affecting Aboriginal and Torres Strait Islander peoples in contemporary Australian society.</p> <p>Demonstrated ability to develop, implement and evaluate public campaigns and other strategic initiatives of the organisation.</p> <p>Demonstrated media skills and ability to represent the organisation in public contexts.</p> <p>Demonstrated excellent oral and written communications skills.</p> <p>Ability to lead and work effectively with a small, dedicated, central team, and to maintain its linkage and responsiveness to a geographically dispersed management committee and a widely dispersed national support base.</p> <p>Demonstrated excellent interpersonal skills including a demonstrated ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander peoples.</p> <p>Familiarity with, and commitment to, the community-based movement in support of justice, rights and respect for Aboriginal and Torres Strait Islander peoples.</p>

<p>Skills and Personal Attributes</p>	<p>Skills are required:</p> <ul style="list-style-type: none"> ● Excellent interpersonal, public speaking and networking skills ● Attention to detail ● Record management skills ● Planning and evaluation skills ● Marketing skills – to develop commercially viable business products ● Advanced communication skills (written and verbal), creativity and innovation ● Negotiation skills and ability to think on feet ● Financial numeracy, including budgeting and financial management ● Highly organised with good time management skills. ● High levels of computer literacy <p>Personal Attributes to be demonstrated:</p> <ul style="list-style-type: none"> ● Enthusiastic, confident, motivated and persuasive ● Capable of interacting with a wide range of people and a good team player ● Well presented ● Ability to rapidly assess situations and shape propositions ● Ability to build and maintain relationships with a variety of stakeholders, and to work cross culturally ● Ability to work well under pressure both autonomously and as part of a team ● Attention to detail ● Results focused ● Availability to work flexible hours when required
<p>Other (qualifications, travel, additional responsibilities)</p>	<ul style="list-style-type: none"> ● Domestic Travel is required. ● Other activities as directed by the Board.