

Executive Officer to the State Director

Position Description

Reporting to:	Director Queensland	Work location:	Brisbane Office
Department:	54 reasons	Budget holder:	No
Team:	Queensland Leadership Team	Direct reports:	No

About 54 reasons

54 reasons is Australia's leading child rights organisation, proudly part of the Save the Children Australia Group and global movement. We're here to make sure that everyone understands their rights. So that children and young people have their rights met and thrive, in all their diversity.

We champion the children, young people and families we work with. We are inspired by the curiosity and creativity of children and motivated by the love of those who care for them. With the child's voice at the centre, we provide quality services to children and their caregivers, advocating with them so that children develop, learn, and are connected, safe and confident.

Our people are proudly local, and as diverse as the communities we serve - in every state and territory, and across regions, remote areas and capital cities. Our operations and services span the early years and school engagement, youth justice, domestic and family violence and family support, and our practice is grounded in child rights and participation.

From our 54 Reasons Practice Framework to our culture where you will feel valued, belong and make a difference for children, 54 Reasons is truly a place you will **learn and grow**. Find out more about *Our Promise to Children and Young People* and how our Practice and Impact measurement team works to ensure the provision of high quality, contemporary and inspiring service, practise and outcomes that meet and exceed client needs. [Our Approach – 54 reasons](#)

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

Role Purpose

The Executive Officer provides high-level advisory, coordination and information stewardship support to the State Director, Queensland. The role creates additional capacity for the State Director by bringing structure, discipline and clarity to a high-volume, fast-moving operational environment.

The role acts as a central point of integration across the State Director's priorities, information flows, stakeholder engagement, governance obligations and strategic initiatives. It applies strong critical thinking to distil complex or competing inputs into clear, actionable advice. It ensures that director/executive decision-making is supported by well-managed information, high-quality documentation and coordinated advice. It brings sound project discipline so that work progresses in a predictable, well-managed way.

The role also acts as a trusted point of contact and secondary escalation for the Regional Managers team.

Here your skills will be valued

Role requirements

Government & Stakeholder Liaison

- Serve as a trusted advisor and central coordination point between the State Director and internal and external stakeholders, including government, partners, funders, board members and senior leaders.
- Prepare high-quality briefings, talking points and background papers for the State Director ahead of government and external stakeholder engagements.

- Undertake meeting preparation, including agendas, pre-reads and follow-up actions, for government and key stakeholder meetings.
- Manage correspondence on behalf of the State Director, including drafting, tracking and quality-assuring emails, letters and formal communications.
- Streamline and standardise the preparation and documentation processes that support the State Director's government engagement, reducing lead time and improving consistency.
- Maintain accurate records of stakeholder engagement and ensure consistent messaging over time.

Executive Intelligence & Information Management

- Coordinate the collection, synthesis and management of information required to support executive decision-making and reporting.
- Work with internal stakeholders to gather, validate and consolidate data, reports and insights for briefs, submissions and executive papers.
- Ensure information is well organised, current and accessible, including maintaining registers, trackers and document repositories relevant to the State Director's portfolio.
- Identify gaps, risks or inconsistencies in information and proactively address these.

Internal & Board Reporting

- Prepare initial drafts of board and executive papers on behalf of the State Director.
- Source, validate and collate relevant data, status updates and insights from across the organisation and from external sources to support high-quality reporting.
- Ensure reporting is well-organised, evidence-based and tailored to its audience, including translating operational detail into clear executive-level narrative.

Contract & Agreement Coordination

- Coordinate the preparation of contracts, agreements and related documentation for executive consideration and signature.
- Liaise with internal stakeholders and external parties to ensure documentation is complete, accurate and ready for execution.
- Maintain contract registers and tracking tools to monitor status, approvals, key milestones and compliance obligations.

Strategic Initiative Coordination and Support

- Coordinate the delivery and implementation of strategic initiatives on behalf of the State Director, including tracking milestones, risks, dependencies and decisions.
- Support the State Director's role as project sponsor by maintaining project governance documentation and ensuring timely escalation of issues.
- Provide coordination support across cross-functional projects requiring State Director oversight or input, working across Queensland teams and with central office as required.
- Contribute to the development, coordination and review of policy documents, strategies, submissions and reports.
- Support organisation-wide consultation processes by coordinating input and feedback.

Regional Manager Team Support

- Act as a trusted point of contact and alternative escalation and approval point for Regional Managers, particularly for administrative and operational matters, to relieve pressure on the State Director.
- Coordinate backfill and coverage arrangements across the Regional Manager team as needed.

Meeting Management & Governance Support

- Prepare agendas, papers and briefing packs for Leadership, internal and external meetings.
- Document agreed actions and decisions arising from meetings and workshops and follow up to ensure timely completion.
- Support governance processes (e.g. risk registers) by coordinating documentation, compliance requirements and reporting cycles.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times

- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied
- Ensure staff have completed all required training and have up-to-date background and working with children checks
- Lead and promote a culture of strong governance promoting employee health, safety and security and operational risk management
- Show leadership towards health and safety awareness and improvements

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes
- Ensure staff have completed background checks and are trained in child safeguarding in line with organisational and program requirements

All roles at Save the Children contribute to our impact for children

At Save the Children and 54 reasons, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Being a leader at Save the Children and 54 reasons means leading with heart, enabling others, and delivering results. Leaders are expected to uphold, and role model the behaviours outlined in our Leadership Framework.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring to this role:

Essential knowledge or experience

- Significant experience in a senior advisory, chief-of-staff style, executive coordination or information-focused role, ideally in the not-for-profit, government or community sector.
- Strong critical thinking with a demonstrated ability to create clarity and focus from complex, ambiguous, or fast-changing information.
- Strong capability in information management, analysis and synthesis for executive and governance purposes.
- Excellent written communication skills, including drafting correspondence, board and executive papers, minutes, briefs, policies and strategic documents.
- Demonstrated experience supporting executive or senior leadership meetings and governance processes, including agenda formation, minutes and action tracking.
- Experience coordinating contracts, funding agreements, approvals or complex documentation processes.
- High attention to detail and strong document presentation skills.
- Demonstrated ability to manage multiple priorities with discretion and sound judgement.
- Strong stakeholder management skills, including experience liaising with government.

Desirable knowledge or experience

- Experience supporting a Director, Executive Director or CEO in a complex multi-site organisation.
- Familiarity with project governance or project sponsorship frameworks.
- Understanding of policy, funding or regulatory environments relevant to the not-for-profit and community services sector.
- Experience contributing to funding bids or business development processes.

Required qualifications and/or accreditations

- Relevant tertiary qualification in a related discipline and/or significant equivalent experience.

Additional Information

- Any offer of employment at 54 reasons will be subject to a satisfactory National Police Record Check and, where required, a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- 54 reasons is an Equal Opportunity Employer

Driver's Licence: Required
Working with Children Check: Required

Travel: Occasional
Assets: Laptop/phone