GCNA Executive Director Role

- Exciting opportunity to lead and grow Australia's leading corporate sustainability network
- Extensive influencing and networking opportunities as you represent the GCNA at global and national business and government sustainability forums.

United Nations Global Compact

The United Nations Global Compact is the world's largest corporate sustainability initiative, with over 12,000 participating businesses and other organisations, and growing. It is both a practical framework for action and a platform for demonstrating corporate commitment and leadership.

Global Compact Network Australia

In Australia, the business-led Global Compact Network Australia (GCNA) brings together signatories to the UN Global Compact, including a number of Australia's leading companies, non-profits and universities, to advance corporate sustainability and the private sector's contribution to sustainable development. We do this through a platform for dialogue, learning, influence and action that is inclusive, practical and leading edge, supporting our companies' practical implementation efforts and bringing the UN Global Compact to life in the Australian context and wherever Australian companies operate.

The Role

As the Executive Director, you will be responsible for:

- Development and delivery of a new Growth Strategy: growing and retaining GCNA memberships, through the continued promotion and delivery of the GCNA value proposition
- Review, refinement and delivery of the GCNA's Strategy, value proposition and associated program of activities
- Working with the GCNA Board and associated Board Sub-committees to deliver best practice and streamlined governance outcomes
- Advancing thought-leadership in current and emerging areas of corporate sustainability relevant to the platform
- Managing the day-to-day operations of the GCNA, including the financials, managing budgets, membership model administration with the UN Global Compact Organsiation and driving new sustainable funding models, representative of the GCNA value proposition
- Promoting the work of the GCNA

A copy of the GCNA Executive Director Duties is attached.

Skills & Experience

The successful applicant will have:

- A business development and entrepreneurial mind-set, open to leveraging momentum and industry opportunities to both grow the business and build upon the value proposition
- Broad networks in the sustainability arena, with strong corporate experience highly desirable
- Proven knowledge and experience in sustainability related topics, including the Global Compact thematic areas of human rights, labour, anti-corruption and the environment and the UN Sustainable Development Goals
- Outstanding written and verbal communication skills
- Demonstrated experience in running events and/or strong project management skills is desirable
- Experience in managing a team, running a business unit, reporting to or participating on a Board and engaging with senior and executive management

What's on offer

- A leadership role, within a highly respected organisation, recognized as a voice for Australian business with respect to the sustainability agenda
- Exposure to some of Australia's leading sustainable business, civil society, academic and government organisations on progressing the UN Global Compact principles and Sustainable Development Goals
- A fantastic opportunity to expand your leadership skills, participate on an active, highly regarded Board and engage with senior leadership across some of Australia's leading corporates.

How to apply

Does this sound like you? Please email your details and CV to the GCNA Secretariat at secretariat@unglobalcompact.org.au .

For a confidential discussion about the position, please contact Cate Harris at cate.harris@unglobalcompact.org.au

Application Close

COB Friday 8 June, 2018.

GCNA EXECUTIVE DIRECTOR: DUTIES

The Executive Director's primary duties are as follows.

Business Development

Lead the development and implementation of:

a) The GCNA's Business Strategy
b) A new Business Development Strategy, including

    (i)   Membership growth and retention strategies

    (ii)   Membership Tier and Revenue targets

    (iii)   Specific organisation and sector targets to ensure cross-sectoral representation and appropriate leadership representation

    (iv)   Senior Management engagement strategies

b. A new Communication Strategy, to support the business development and retention activity, reviewing and improving the website, key social media channels, media strategy, key messaging, electronic and hard copy communication and marketing collateral and training and support for staff and Board members to implement.

c. Identify new and innovative opportunities for funding and revenue growth to support a sustainable financial model.

Program Development and Delivery

In collaboration with the GCNA's Board and Leadership Group Steering Committees, review and evaluate the need for repositioning the GCNA's program of activities, in line with a streamlined value proposition, aligned to the new Business Development Strategy.

Oversee, and as required, deliver thought leadership pieces, programmes, events and initiatives which advance the purpose of the organisation and its members.

Networking and Stakeholder Engagement

a. Represent the GCNA at external activities and with the UN Global Compact head office

b. Strengthen the GCNA's relationships with key stakeholders, including:

    i.   members,

    ii.   non-member companies,

    iii. civil society organisations,

    iv. peak bodies,

    v.   government,

    vi. UN Global Compact head office,

vii.   other partners,

viii.   media.

c.   Coach, develop and support the team to provide support and guidance to members.

d.   Maintain contact and a strong working relationship, including information sharing and maintenance of the Memorandum of Understanding, with UN Global Compact head office and other local networks on behalf of the GCNA.

Team Management

a.   Lead, coach and empower GCNA team members to perform their roles to a high standard.

b.   Create an energised and engaging team culture focused on creating a positive experience for members.

c.   Establish development plans for team members, and ensure that succession is considered as part of team recruitment and development.

d.   Ensure the capabilities of the team are aligned with organisational goals and objectives

Financial Management

a.   Effectively manage the GCNA's budget, as approved by the GCNA Board.

b.   Identify and manage bookkeepers / accountants to ensure accurate and regular financial reporting to the Board.

Governance

a.   Fiercely guard and promote the positive reputation of the GCNA

b.   Provide support to the GCNA Board and its sub-committees.

c.   In consultation with the GCNA Chair, prepare Board meeting agendas, materials and minutes.

d.   Attend GCNA Board meetings.

e.   Manage the development of the GCNA's annual report and audited financial statements.

f.   Ensure reporting obligations under government funding agreements are met.

g.   Ensure financial and reporting obligations under UN GCO agreements and regulatory requirements are met.

h.   Ensure appropriate insurances are maintained for the organisation and directors.