

## Position Description:

# Member & Collaboration Officer

Position Summary	
<b>Title</b>	Member & Collaboration Officer
<b>Classification and Level</b>	Level 3
<b>Section</b>	National Operations Team
<b>Reporting to</b>	General Manager
<b>Delegation/Supervision</b>	None
<b>Clearance requirements</b>	Working with Vulnerable People Registration
<b>Date Approved</b>	January 23, 2024

**OUR  
VISION:  
EVERY  
YOUNG  
CHILD IS  
THRIVING  
AND  
LEARNING**

## About Early Childhood Australia

Early Childhood Australia (ECA) has been operating since 1938; we are a not-for-profit organisation with a national membership.

Our vision is ‘every young child thriving and learning’. To achieve this vision, we champion the rights of all children from birth to the age of eight to thrive, learn and play at home, in the community, within early learning settings and through the early years of school. Our work builds the capacity of our society, including families and early childhood professionals, so that every child—regardless of location, household income or individual needs—can be nurtured to achieve their unique potential.

ECA acknowledges the unique place of Aboriginal and Torres Strait Islander peoples in our society, the past and current injustices and realities for them across Australia, and the enduring strength of their cultures and identities. We commit to being at the forefront of achieving a reconciled nation that values, respects and celebrates Aboriginal and Torres Strait Islander ways of knowing and being.

Everything we do is founded on our values:

- **Equity:** We promote social empowerment and inclusiveness in how we work and what we do.
- **Integrity:** Our work is based on evidence and expertise. It is always ethical and transparent.
- **Leadership:** We are courageous in promoting the rights and interests of young children.
- **Respect:** We value and esteem children, families, professionals and each other, always.

**ECA's Strategic Plan (2021-2024)** contains five strategic priorities:

1. Speak up for children
2. Build social capital
3. Champion quality in early education
4. Lead & inspire professional learning
5. Position ECA for long term success

More information can be found on our website: [www.earlychildhood.org.au](http://www.earlychildhood.org.au)

## Position Purpose

This position will report to the Impact and Collaboration General Manager, who is responsible for:

- Network and Partner Collaboration
- Brand Management
- Membership
- Retail

The Collaborations and Membership Officer will facilitate collaboration across the ECA Network, including the eight State/Territory Committees, Regional Networks and the National Reconciliation Advisory Group.

The role will maintain and evolve systems for stakeholder management and information sharing to build relationships between ECA staff and volunteers who serve on our committees and groups. It will also support collaborative projects and activities that strengthen ECA at both State/Territory and National level, grow our membership and provide opportunities for members to be engaged in our work.

The Collaborations and Membership Officer has four primary areas of responsibility:

1. National Network Coordination
2. State/Territory Committee Support
3. Advisory Groups Support
4. Coordination between staff and networks

More detail on each of these areas is provided below.

This position does not currently have supervisory responsibilities but may delegate tasks to other staff members when appropriate and may be responsible for overseeing contract work.

## Key Responsibilities

### **1. Membership Support**

- 1.1. Maintain the ECA membership database (Salesforce) in collaboration with the Customer Service team and IT Systems & Applications Executive.
- 1.2. Monitor membership data and generate monthly membership reports.
- 1.3. Assist with the development of member engagement and retention strategies.

### **2. State/Territory Committee Support**

- 2.1. Provide assistance with elections for positions on the National Board and State Committees.

- 2.2. Maintain up-to-date records of State Committee members, Chairpersons and other office bearers as well as key contacts for Regional Networks and Special Interest Groups formed under the auspice of State/Territory Committees.
- 2.3. Provide a liaison point for Branch Presidents and State Committees with the National Organisation and support collaborative communication, including information sharing.
- 2.4. Build relationships with the Committee and provide tailored support that helps to strengthen their effectiveness.
- 2.5. Support State/Territory Committees to work with policies/procedures and information sharing systems (SharePoint)
- 2.6. Support State/Territory Committees to effectively engage with current ECA members, host member events and build ECA Membership.
- 2.7. Ensure that each committee receives monthly membership and financial reports for tabling at their meetings.
- 2.8. Liaise with the NT staff team to ensure the NT Committee receives a quarterly operations report.

### **3. National Advisory Groups Support**

- 3.1. Provide secretariat support to Advisory Groups that operate across the ECA network – including (but not limited to) the Reconciliation Advisory Group, including:
  - Up-to-date contact details for committee members
  - Scheduling meetings and preparing the agenda
  - Minutes & record keeping (including an action register)
  - Communicating on behalf of the Advisory Group across committees and staff teams.

### **4. Collaborative Projects & Activities**

- 4.1. Identify opportunities for building collaboration across the ECA network – between State/Territory Committees and the National Organisation, between volunteers and staff, between groups with common interests or expertise.
- 4.2. Work with the Communications and Marketing Team to strengthen information sharing across the network and with members and key stakeholders.
- 4.3. Work with the Events Team to identify opportunities for collaboration on local and State/Territory events for ECA members and stakeholders.
- 4.4. Work with the Communications and Marketing team to support the promotion of ECA resources across the network, as well as collaborative approaches to understanding sector needs and responding to those needs.
- 4.5. Work with the National Operations team to grow the ECA membership through effective stakeholder engagement.
- 4.6. Foster projects and activities that strengthen collaboration and relationships – including opportunities for investment in joint resource development.
- 4.7. Update content on websites and intranets as required.
- 4.8. Undertake creation and distribution of EDM emails to members and stakeholders.

### **5. Other duties as required.**

## Selection Criteria

### Required

1. Good stakeholder relationship management and interpersonal skills.
2. Competency in professional communication, including business writing.
3. Well-developed computer skills including familiarity with the Microsoft suite of programs - MS Outlook, MS Word & MS Excel.
4. Capacity to use and update online platforms including websites and sharing platforms (SharePoint).
5. Experience in database administration (working knowledge of Salesforce would be ideal).
6. Able to work autonomously and manage competing priorities.
7. Able to work with a dispersed network – host online meetings, navigate time differences and participate in some interstate travel.

### Desirable

1. Experience in the not-for-profit sector and advocacy organisations.
2. A Diploma or Degree in Administration/Business or other relevant field.
3. Knowledge of the early childhood sector.

## Conditions of Employment

- The salary for this role is in line with the ECA Enterprise Agreement Level 3 plus superannuation. Salary packaging is available.
- The role is a full time position based in our National office at 16 Mildura St, Fyshwick ACT.
- A 6 month probationary period will apply. The position description and individual performance will be reviewed at the end of the probationary period then annually.