

Overview

The Positive Education Schools Association is the Australian national peak association of schools, universities, educators, parents, researchers, charities and other community members who share an interest in an evidence-based approach to wellbeing, and a commitment to supporting our schools, students, and the wider community to flourish. We are based in Australia with a national focus, and also welcome international members.

Our vision is for the science of wellbeing and Positive Psychology to be integrated throughout the education system, enabling all students, schools and communities to flourish. It is our mission to lead, promote, and foster the implementation and development of Positive Education.

The Association's strategic priorities and key initiatives are:

| Promote and engage | Equip educators with resources | Facilitate collaboration |
|---|--|--|
| <ol style="list-style-type: none"> 1. Development and promotion of a School Wellbeing Framework 2. Advocacy of Positive Education to education systems 3. Promotion of Positive Education to school leaders and communities 4. Building a membership base with a cross-representation of Australian schools 5. Collaboration with international orgs supporting Positive Education 6. Strengthening and communicating the evidence base behind Positive Education | <ol style="list-style-type: none"> 7. Identifying evidence-informed practices and resources on Positive Education 8. Provision of resources for members through multiple channels: website, newsletter, social media 9. Linking schools with service providers for training and/or consultancy | <ol style="list-style-type: none"> 10. Running the annual national conference – a networking and professional development event 11. Convening state chapters to facilitate local networking and collaboration 12. Providing resource-constrained schools with support and linkages to implement Positive Education |

Position Description

The Chief Executive Officer will facilitate and lead the Association's operation and future development, and provide advice and support to the PESA Board.

In particular, the Chief Executive Officer shall:

- Promote the aims, vision and mission of the Association, as well as the Association's strategic priorities and key initiatives
- Coordinate and conduct the day-to-day affairs of the Association
- Deal with necessary correspondence, collate information and write reports as required
- Administer funds in accordance with approved budgets and programs
- Maintain and manage PESA bank accounts
- Maintain the appropriate minutes and statutory books including registers of members, Directors and Officer Bearers
- Attend all Board meetings
- Prepare agendas for, and take minutes at, Board meetings and AGMs
- Provide timely advice to the Chairman on matters which may affect the operation, management, financial viability or reputation of the Association
- Conform, observe and comply with regulations, resolutions and directions from the Board

- Carry out other such duties as the Board may request from time to time
- Facilitate establishment of state and territory Chapters, develop and update from time to time a State and Territory Chapter Charter, and provide support to each Chapter's organising committee
- Play a leading role in running the PESA annual national conference, as well as assisting state and territory chapters to run state- and territory-based conferences and professional development events
- Ensure members receive excellent customer service when dealing with PESA administration
- Provide advice to the Treasurer to facilitate the preparation of the annual budget, and preparation of financial reports to be tabled by the Treasurer at Board meetings
- Provide support to the PESA office bearers to discharge their duties, together with any others providing support to the operation of PESA
- Liaise with external regulators and advisors such as ASIC, the Australian Charities Commission, IP Australia (trademarks), the ATO, lawyers and auditors as required
- Attend conferences and meetings as required by the Board
- Maintain the PESA website to ensure fresh and meaningful content, and facilitate website upgrades from time to time as the Board considers desirable
- Build connections with current and future members through social media and newsletters
- Aim to build relationships with philanthropic funders
- Develop a strategy for PESA endorsement of training providers
- Develop strategies to promote PESA as the national Positive Education peak body
- Maintain the membership database and coordinate the collection of membership fees as required, and re-evaluate membership structures and tiers and advise the Board from time to time.
- Develop a strategy for promotion of Positive Education within state and national governments.
- Foster new memberships and develop strategies to build the Association both nationally & internationally
- Build relationships with similar organisations, such as IPEN and IPPA.

Skills and attributes

The successful applicant will possess the following skills and attributes:

- Self-starter
- Experience in operating and growing a small business
- Excellent written and verbal communication skills
- Holder of a Bachelor degree or higher in a relevant field
- Motivated, resourceful and energetic
- Strong leadership and interpersonal skills
- Passion for PESA's Vision and Mission
- Good understanding of PESA's purpose and operational challenges
- Confident spokesperson and ambassador for the Association
- Understanding of not-for-profit associations
- Experience in ensuring all legal requirements of operating a not-for-profit association are met
- Strong customer focus
- Ability to build positive relationships with PESA supporters, funders and other providers
- Ability to work independently
- IT proficient
- Financial acumen, including experience with Xero software, or similar

- Strategic planning
- Sound judgement
- Ability to manage competing demands with limited timeframes

Terms and Conditions

The position will entail a 3-year contract, with annual reviews, commencing 1 January 2018.

The role currently involves working from home, which is expected to continue at least in the short-medium term, but the Board may consider a shared-office arrangement. An administrative assistant may also be available to support this role, initially 1 day per week.

Salary range: A\$110-130K/annum, inclusive of superannuation.

Applications

To apply, please [email](#) an electronic version (Word or PDF are preferable) of your covering letter and resumé to Mr Simon Murray, PESA Chair. Hard copies will not be considered. Applicants must be able to provide 3 professional referees.

Applications close at 4pm on 31 August 2017.

The Board may compile a shortlist of applicants to proceed to interview. The interview panel will comprise 4 PESA Board members. Shortlisted applicants must be available to attend an interview on 11 September 2017. Interstate travel may be required to attend this interview, at PESA's expense.

To enquire about this position, please [email](#) Mr Simon Murray, PESA Chair.