



Executive Director

Full Time

\$120,000 pa + Superannuation

About the Federation

The Australian Science Teachers Association (ASTA) is a federation of the Science Teachers Associations from all eight Australian States and Territories.

We believe that by supporting science teachers, we inspire a new generation of scientists and researchers who can advance scientific research and solve problems that will lead us to a better tomorrow.

Our mission is to harness the collective strength of our state and territory science teachers associations and their membership in advocating for science educators nationally.

We work to achieve this mission through advocacy; delivery of national professional development opportunities; national outreach programs, resources, and services of benefit to teachers and students; including the establishment of networks and partnerships across a broad audience.

About the position

We are seeking a dynamic and experienced Executive Director to continue our current growth trajectory. The ideal candidate will partner with the Board and the State and Territory Science Teachers Associations to develop and execute a vision for the next chapter of our federation. Building on a long history of supporting science educators through national coordination you will support a national voice for science educators. We are looking for a candidate who can bring the work of the Association and Federation to life in powerful and innovative ways.

It is well suited to a highly motivated individual with relevant executive management, fundraising and stakeholder management experience.

This role connects the successful applicant with a supportive nationwide community of science educators and stakeholders from government, industry and academia and provides a platform to extend our reach and deepen our impact.

The successful applicant will have a relevant degree or equivalent experience, and a proven record of collaboration and securing funds through multiple income streams to realise impact driven visions.

We'd love to hear from you if you have a passion for science education and you're looking to make your mark in a new purpose-led and dynamic environment. We are looking for someone with exceptional interpersonal skills and the ability to clearly communicate across multiple audiences. Someone who is committed to growing the Association and furthering its goals.

This position reports to and works closely with the President and the Board.

You will be required to

Lead the Association

- Nurture a positive and cohesive culture across the federation
- Facilitate a collective voice for the federation in key impact areas
- Maintain stability and connectedness for all members of the Association ensuring equity and inclusivity.
- Build and carefully manage key stakeholder relationships

Establish a strong partnership with the Board

- Build, cultivate and nurture a true partnership with the Board of Directors built on mutual respect and trust
- Provide the Board of Directors with the resources, information and training necessary to be fulfil their duties and to be organisational ambassadors
- In partnership with the board and secretariat, align the organisation around our strategic vision, engaging stakeholders, sponsors and donors .
- Ensure that the organisation is led by its core values.
- Develop goals, strategies and tactics in the form of annual plans as a key roadmap and report against those goals to track progress.

Ensure inspiring and effective Management

- Build, lead and retain an effective and diverse staff team dedicated to the mission and with the requisite skills to be successful in their work
- Establish effective decision making at all levels to ensure that voices are heard and that short and long term goals are met
- Ensure the organisation is resting on a fiscally sound foundation and implement review of activities and resources as required.
- Deliver financial reports to Treasurer and Board
- Build and implement an evaluation framework based on continuous improvement

Drive Organisational Impact

- Support a nationally coordinated voice for science educators that drives impact at the national and state and territory level.
- Engage in policy consultations and inquiries with positions informed through facilitating national conversations with the Federation.
- Support the growth and success of state and territory science teachers associations, facilitating opportunities for networking and forming a community of practice.
- Oversee the Association Programs ensuring that they are aligned to our strategic Vision, the communities we serve and that they are effectively and regularly evaluated.
- Bring a spirit of innovation, adaptability and flexibility to the Association with an eye toward piloting new ideas that could be incorporated into or will maximise existing work.

Support the growth of the Association through proactive Business Development

- Set and deliver an effective multi-income stream fundraising strategy
- Nurture strong and effective relationships with funders and donors
- Create and manage a volunteer framework
- Position the Association brand with the importance of Science Education
- Secure appropriate media opportunities

Internal (organisational)

- Support all staff through a strengths based approach
- Prepare reports from the team for quarterly board meetings
- Lead team meetings
- Exemplify and nurture a culture of continuous improvement

Key Relationships

| Internal | Why |
|-----------------------------|--|
| President | <p>In collaboration with the President, you will plan the growth pathway for your role and the growth of the Association and Federation.</p> <p>You report to the President who is here to support and provide guidance as required.</p> |
| The Executive | Collaboratively you and the Executive lead the Association. |
| Project Manager | <p>Collaboratively you plan the growth pathway for the Project Manager role and support the growth of all projects.</p> <p>Is a direct report - you support and provide guidance as required.</p> |
| Project Coordinators | Indirect Reports |
| Office Manager | <p>Is a direct report - you support and provide guidance as required.</p> <p>Collaboration on administration and finance tasks</p> |
| Marketing Coordinator | <p>Is a direct report - you support and provide guidance as required.</p> <p>Collaboration on content development for communications, advertising and media.</p> |
| Team | <p>Lead team meetings</p> <p>Lead our position on significant events</p> |
| Board | Bi-monthly reporting to the Board |
| External | Why |
| Government Funding Partners | Proposal pitching, milestone reporting, project delivery, submission of acquittals. |

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| Other Agencies | Opportunity scoping and securing of funds |
| Other funding partners - existing and potential | Relationship management and business development |

Budget Responsibilities

- Responsible for the overall budget and oversight of all project budgets

Selection Criteria

Our ideal candidate will embody the values of the Association and bring leadership and strategic insights to the work through the following skills and characteristics:

1. **A growth mindset:** be able to demonstrate the capacity to work in a dynamic and fast-paced environment where continuous learning and improvement is embraced both personally and for the Association.
 2. **Strong organisational skills:** highly organised with strong project management skills, a high attention to detail, able to plan, prioritise, execute and deliver projects on time.
 3. **An entrepreneurial spirit:** proven ability to innovate and champion the exploration of new ideas and methodologies.
 4. **A Partnership Builder:** Be able to demonstrate an ability to identify, pursue and secure funding and projects through successful collaborations with government, industry, corporate and philanthropic organisations that aligns with the Association.
 5. **A compelling communicator:** with strong interpersonal and communication skills, able to influence and build consensus at various levels and with diverse stakeholders on complex issues.
 6. **Agility:** As the Association continues to grow, we are looking for someone who is willing to be flexible in the way they do business and work with us to build the journey ahead.
 7. **A Collaborative Leader:** We are looking for someone who has an ability to lead diverse teams. They can provide strategic and operational advice at all levels and develop collaborative, supportive professional relationships.
 8. **Strengths based leadership:** Possess a leadership style that focuses on identifying and utilising the strengths and talents of team members to achieve project goals, while fostering a positive and collaborative work environment.
- Digitally Savvy :** Be proficient in using digital technology eg - Google Suite and

Microsoft Office Suite, and a range of web-based platforms upon which the organisation relies for its operations.

9. **An ethical leader:** Culturally responsive and emotionally intelligent and committed to diversity, equity and inclusion

To Apply

Applications are being assessed as they are submitted, please forward your application with a cover letter, statement against selection criteria and your CV to executivedirector@asta.edu.au

Should you have any questions please contact executivedirector@asta.edu.au, using the subject line: Executive Director enquiry