

Next25 – Program Officer

POSITION DESCRIPTION

Title: Program Officer

Basis: Full-time or part-time (0.8 FTE)

Employer: Next25

Location: Sydney (flexible)

Reports to: Program Manager

Direct Reports: N/A

Role

A rare opportunity to utilise your exceptional organisational and administrative skills to support the wide-ranging and innovative activities of a dynamic and growing non-profit, non-partisan organisation dedicated to a flourishing Australian future.

Next25 is seeking a Program Officer to assist in the planning and administration of Next25's programs while also providing administrative support to the team. This role provides a platform for a detail-oriented, organised, people-person with strong communication skills to make a tangible impact on programs aimed at ensuring Australia has what it takes to make the future Australia wants.

The Program Officer will work closely with the Program Manager to administer and operationalise Next25's initiatives, [Next25 Leadership](#) and [Improving Democracy: Transforming Parliament for Women](#), in some cases, attend the programs and their accompanying events as support. These programs seek to ensure more Australian politicians have access to training and support so that they lead with their values and transform their system.

As a member of a small team with an ambitious mission and wide-ranging activities, this role will suit someone with diverse skills, including event management, stakeholder engagement, marketing, database management, strong digital and technical literacy, evaluation, and copywriting.

You will be part of a highly collaborative and fiercely talented team. This is an exciting opportunity to utilise your administrative, communication, and organisational skills, while gaining experience to advance your career while contributing to a flourishing Australia across social, environmental, and economic dimensions.

The Program Officer's key responsibilities are to:

- Provide administrative and operational support for the delivery of Next25 Leadership, Improving Democracy: Transforming Parliament for Women, and associated activities, such as coaching and workshops.
- Support the Program Manager in the planning, preparation, operations and delivery of the programs
- Coordinate the administration of programs, including event planning, venues, catering, travel, runsheets, etc
- Be a key point of contact for program stakeholders, which may include direct contact with Parliamentarians and their offices, as well as venue and facilitator teams.
- Assist in the evaluation of the programs through data entry, analysis, and preparation of initial recommendations
- Contribute to the preparation of communication including reports, program brochures, social media, newsletters, emails, etc.
- Be a key driver for ensuring Next25 has accurate and consistent records in SharePoint, HubSpot, MailChimp etc.
- Provide administrative and operational support on a variety of projects such as engagement events (online and in-person), team events, research and other
- As required, support other organisational projects and activities to ensure high impact including: community engagement, community building, capability building, research, and analysis

Who is Next25?

Next25 is an independent think-and-do tank. With rigorous research, fierce independence, and trusted engagement with people and institutions across sectors, we uncover and address levers to shift deep contributing factors of Australia's biggest issues.

We engage the public and experts to answer three big questions: What's the future Australia wants? Are we on track? If not, what are the deep contributing factors of Australia's underperformance and levers to shift them?

We then work with others to improve how Australia makes the future:

- We build game-changing initiatives around levers that address the deep contributing factors of Australia's underperformance
- We engage leaders and the public so they understand what's at stake, see that better is possible, want to contribute to the solution, and know where to start
- We support leaders to build their own initiatives

Next25 is a tax-exempt, non-profit company limited by guarantee and registered as a charity with the ACNC. For more information, please visit next25.org.au.

What We Can Offer You

We are a nimble, hard-working team that loves big-picture thinkers. We punch above our weight and achieve ambitious goals through innovative thinking and approaches. We run a flat hierarchy and encourage all team members to take initiative. We work collaboratively with many organisations around Australia in government, business, academia, the community, and media. We offer flexible working arrangements. We encourage and will support your professional development through on-the-job opportunities.

Selection Criteria

Essential – Role Specific

- Bachelor level qualification or commensurate work experience
- Minimum two years' professional experience, preferably in a not-for-profit or for-purpose organisation
- Demonstrated administrative experience and superior attention to detail
- Proven experience in working effectively with a small team, including senior staff, and a range of external stakeholders
- Confidence and experience in stakeholder communications and management
- Track record of managing multiple concurrent responsibilities, tasks, and projects, and delivering under pressure
- Event management experience
- Technical proficiency across a range of platforms (e.g. Microsoft Suite, SharePoint, MailChimp, Canva, Monday, InDesign, HubSpot, and others.)
- Willingness to learn new technical and digital skills and ability to do this in a self-directed manner when necessary

Essential – General

- Passion for our vision for a flourishing Australian future and our mission to improve how Australia makes its future
- Initiative, self-direction, and high levels of motivation with excellent time management, organisation, and prioritisation skills
- Superior written and verbal communication and interpersonal skills
- Ability to take initiative, think creatively, problem-solve, and drive solutions
- Ability to work independently, remotely, and in-person as part of a team
- Tact and diplomacy
- Desire and energy to develop a deep understanding of Next25, its research and programs

How to Apply

Applications close Wednesday, 8 May at midnight (AEST). To apply, please submit the following documents [via this link](#):

- A cover letter explaining your motivation for applying for this role and addressing the selection criteria above (no more than 2 pages)
- Curriculum vitae, including contact details for at least two referees

All applications will be treated as confidential. Shortlisted candidates will be contacted for interviews on a rolling basis. Next25 reserves the right to close the application process at any point.

Enquiries to Program Manager, Stephanie Mason at stephanie@next25.org.au.