



## Future Tracks - Position Description

<b>Position Title:</b>	Chief Executive Officer
<b>Reports to:</b>	Future Tracks Board
<b>Direct Reports:</b>	Jane Hunt, Interim Chair and CEO of The Front Project
<b>Location:</b>	Sydney or Melbourne
<b>Capacity:</b>	Full-time

### BACKGROUND

Future Tracks is a newly established social enterprise committed to transforming the standing of the early education profession within the Australian community, and to make it an attractive career choice for young people. Future Tracks aims to do this by enhancing industry qualifications and creating recognised and rewarding career pathways. It is seeking to change the value proposition for young people, qualifications and career opportunities for students looking to build their career in the early education environment, and to build leadership capability for those working within the profession through partnerships and alliances within the sector. To achieve this ambitious mission, Future Tracks will collaborate with organisations such as Goodstart Early Learning, Teach for Australia and the Front Project.

### ROLE PURPOSE

The CEO is responsible for leading and further iterating the initial model for the social enterprise that will attract young people into an early education degree. The CEO will, working with the Board, set and execute the strategic direction of the organisation. The CEO will lead this new social enterprise, including the initial stages of start-up, and work with a network of respected industry and educational leaders who are committed to take action to transform the standing of the early education profession within the Australian community, and to make it an attractive career choice for young people. The CEO is tasked with working collaboratively with schools and young people, the tertiary sector, early childhood sector, government, philanthropy and the relevant unions to help transform the education and career of early education teachers and leaders.

### CEO POSITION RESPONSIBILITIES

#### 1. Strategic planning

- Support the establishment of a new entity as appropriate considering structural and governance requirements.
- In consultation with the Future Tracks Board, develop a strategic plan, operational business plans and formulate policies to ensure financial and operational performance objectives are met.
- Build strategic and robust partnerships to deliver Future Tracks' objectives with a broad range of stakeholders.
- Engage with, and contribute to, a relevant network across school and tertiary sectors, business, government and the for-purpose sector as appropriate.
- Share knowledge, insights and experience to help promote and foster learning and development in the early education sector.

- Using strategic entrepreneurial acumen, build and continue to refine the social enterprise model

## **2. Operational**

- Manage and develop appropriate business and operational processes across all business areas including finance, marketing and communications, HR (as appropriate), record keeping and data usage.
- Manage and balance the needs of all stakeholders.
- Effectively manage operational and reputational risk and ensure Future Tracks is fulfilling its regulatory, statutory and legal obligations.
- Lead, manage and inspire staff members.
- Grow the community of resources and support necessary to successfully deliver the multiple aspects of the business strategy that will deliver the mission of the organisation.
- Develop and maintain relationships with other organisations and individuals operating in the sector to keep abreast of developments, collaborate in the sector's development and to be an effective advocate for the sector and organisation.

## **3. Sector engagement**

- Build and maintain effective external relationships with Future Tracks funders, government, collaborators, educational institutions (school and tertiary) and professional organisations.
- Develop and execute communication and engagement strategies to inform, advocate and influence external stakeholders.
- Develop a comprehensive understanding of the policy framework around education standards in early childhood development.
- Promote and enhance Future Tracks' reputation and brand amongst its external stakeholders and act as spokesperson at events/media functions.
- Communicate effectively with external stakeholders with education policy engagement activities.

## **4. Administrative**

- Develop work-plans and performance indicators to report to the Board.
- Prepare financial management accounts for the Board upon request or, at a minimum, for each Board meeting.
- Ensure reports to funders are accurately completed and submitted on time.
- Maintain records and databases complying with the data protection act.

## **Working with the Future Tracks Board and Partners**

- Support the Chair in ensuring the continued engagement and involvement of other Board members.
- Assist with the identification of potential future Board members and develop an induction program.
- Leverage relationships with, and networks of the Future Tracks Board, partners and the wider network.



- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.

## **CEO SKILLS AND CAPABILITIES**

### **Qualifications**

- Degree qualified

### **Experience**

- Leadership experience in a for-purpose organisation (not for profit or social enterprise).
- Experience in or exposure to the education / early education sector is desirable.
- Entrepreneurial experience, given the start-up nature of the organisation.

### **Skills and Knowledge**

The CEO will require:

- A strategic capacity – the ability to anticipate change, identify longer-term opportunities, goals and strategies, and implement plans successfully.
- Familiarity, or the ability to pick up quickly, the relevant educational accreditation standards and career pathways in early education.
- Familiarity, or the ability to pick up quickly, the relevant research, programmatic and policy issues on early childhood.
- An entrepreneurial spirit, capacity and resourcefulness to build a new organisation with appropriate regard to corporate, structural and governance standards.
- Business and financial acumen.
- Strong communication and influencing skills.
- An understanding of contemporary governance and the capacity to work well with a Board.
- The skills and attributes to build productive relationships and lead effective teams.

### **Key elements of fit**

- Entrepreneurial spirit
- A collaborative approach
- Respect for the role of pedagogy, data, research and evidence
- High emotional intelligence
- Values people and their contribution
- Has integrity, is honest and ethical
- Is resilient, flexible and approachable
- Committed to engaging with and partnering with the community



- An ability to lead, mentor and work with the broader team

**Personal attributes**

- A genuine commitment and passion for improving education standards and career pathways in early childhood education.
- An interest in the issues facing people working in early childhood education now and in the future.
- Demonstrated capacity for creative, strategic thinking around new ideas and opportunities.
- Entrepreneurial spirit with the ability to use initiative appropriately.
- Self-starter who is results driven.
- Decisiveness and soundness of judgement.
- Ability to tackle issues head on and lead courageously.
- Accountable and able to take responsibility.
- A desire for continuous improvement, actively seeking feedback.
- Ability to clarify and share expectations.