

# Position Description



**Alannah & Madeline  
Foundation**

Keeping children safe from violence

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|-----------------|---|
| Position title: | Senior Advisor, Youth Online Experience |
| Department:     | Knowledge & Innovation                  |
| Reports to:     | Head of Knowledge & Innovation          |
| Job type:       | Part time, ongoing                      |
| Date:           | October 2018                            |

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## ABOUT THE FOUNDATION

The Alannah & Madeline Foundation was set up in memory of Alannah and Madeline Mikac, aged six and three, who were tragically killed with their mother and 32 others at Port Arthur, Tasmania, on 28 April 1996. In memory of his daughters, Walter Mikac and a small group of volunteers set up the Foundation with the belief that all children should have a safe and happy childhood without being subjected to violence. The then Prime Minister launched the Foundation on 30 April 1997.

The Foundation:

- identifies issues that adversely affect the wellbeing of children; we work to help them recover, and protect them from bullying and violence.
- works across the spectrum of prevention and care to deliver state-of-the-art, evidence-based programs and products.
- works with the best minds to identify and reduce significant threats to children's safety through innovation and partnerships.
- speaks out on the need for systemic change to build a supportive and safe society.

The Foundation is committed to child safety. Our Child Safe Policy outlines our safe practices for children.

Our values are Caring, Friendliness, Respect, Responsibility, Valuing Difference and Including Others.

## POSITION IN CONTEXT

Reporting to the Head of Knowledge & Information, the Senior Advisor, Youth Online Experience is a member of the Knowledge & Innovation team and has accountability to support the development and delivery of the Foundation's strategies relating to online access and activity across the Foundation including the delivery of the Knowledge & Innovation business plan.

The Senior Advisor, Youth Online Experience has accountability to identify and curate global, local and internal research and analysis to develop insights that support the development of strategies and opportunities for the Foundation relating to understanding and experience of the issues and trends relating to children and young people especially as it relates to technology and the online world. This role is the go-to-person for the Foundation's position across these areas.

# Position Description cont.



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## FREEDOM TO ACT

- Recommendations for change should be approved by relevant Manager/s in order to ensure alignment with overall operational needs.
- The Senior Advisor, Youth Online Experience works according to the policies and procedures of the Alannah & Madeline Foundation.
- The Senior Advisor, Youth Online Experience, works in liaison/consultation with the Head of Knowledge and Innovation, can assist to develop long-term partnerships with relevant stakeholders in Australia and overseas.
- The Senior Advisor, Youth Online Experience can execute the Knowledge and Innovation strategy, as agreed with the Head of Knowledge and Innovation.
- The Senior Advisor, Youth Online Experience will often represent the Foundation in external forums including media.

## MAJOR JOB RESPONSIBILITIES

- Lead the development and implementation of the Foundation's Strategy relating to technology and the Youth Online Experience.
- Identify and curate global, local and internal research and analysis to develop insights that support the development of strategies, plans and opportunities for the Foundation.
- Manage and support the development of effective relationships with all stakeholders including but not limited to NCAB, Social Welfare, Bullying, Cyber safety industry stakeholders (national and international) researchers and other relevant academics, Government, corporations and other NGOs.
- Support knowledge management across the Foundation by ensuring all information is captured and catalogued and made assessable across the Foundation about the relevant organisational topics.
- Provision of support and participation in Innovation Pipeline projects to deliver child-centred, sustainable and evidence based solutions. Provide expertise that supports the analysis, design, build and pilot deployment phases throughout any new and existing program/product strategy lifecycle.
- Preparation of Government submissions, Foundation presentations and speeches and development and documentation of Foundation position statements.
- Provide information, knowledge, research and data to support innovation and continuous improvement opportunities across the Foundation.
- Represent the Foundation at relevant conferences, forums, working groups and in the media.

## KNOWLEDGE, EXPERIENCE AND REQUIREMENTS

- A strong understanding and experience of the issues and trends relating to children and young people especially as it relates to technology and the online world.
- Demonstrated experience with identification, curation and analysis of research and/or participation in research-based projects in the community sector.
- An understanding and capacity to use child-centred and participatory practice in work relating to the lives of children and young people.
- Capacity to develop content and practical resources from research reports, data analysis and other materials.
- An understanding of the positive role of digital technologies in the lives of young people.

# Position Description *cont.*

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- A passion for current research and changes to best practice in improving digital literacy and the lives and experiences of children and young people online.
- Previous experience in delivering projects or initiatives in the non-profit, corporate, consulting or public sectors.
- Strong organisational skills and the ability to manage numerous tasks/projects simultaneously.
- Ability to work autonomously on clearly-defined projects, and in a small team.
- Well-developed communication skills, experience and maturity to relate effectively with internal and external stakeholders.
- Commitment to work outside standard office hours for key events.
- Working with Children Check and Police Check.