

Expressions of interest: Co-ordination of Children First Alliance

The Children First Alliance (Alliance) is seeking Expression of Interest (EOI) for the coordination of the policy, advocacy and membership activities of the Alliance. The coordination would be for a minimum of two years with an option to extend.

The Alliance was established to develop and communicate a shared vision for early childhood education and care (ECEC) in the ACT and to ensure that all children have access to ECEC.

The ACT Children First Alliance is a network of ten longstanding not-for-profit providers of children's services in the Australian Capital Territory (ACT), including early learning centres, family day care, preschool and after school care. Together we operate 49 Early Learning Centres (ELCs) with over 3,600 places for children.

About the role

The CFA requires coordination of the Alliance as outlined below. The position works closely with the Co-Chairs and Secretariat while also managing relationships across all Member organisations.

The time required to coordinate the activities of the CFA is an average of six hours a week. Please note, that this time is an average and some weeks may require more time due to key activities and timeframes, while other weeks may require less.

Key relationships

- Co-Chairs of the Alliance.
- Secretariat role held by Member organisation.
- Alliance Members and Delegates.
- Ministers' Office Advisors and Diary Manager.
- Education Directorate policy and program staff.

Key responsibilities and activities

The following provides overview of the key responsibilities and activities that are involved in coordinating the Alliance.

Policy support

- Development of position papers and submissions for the Alliance.
- Coordinating Alliance positions and responses to requests from Government.
- Monitoring and reviewing policy announcements relevant to early childhood education and care sector.
- Analysing relevant data to inform the Alliance's policy and advocacy efforts, such as the Productivity Commission and Australian Children's Education & Care Quality Authority data releases.
- Drafting of correspondence to Decision Makers (Ministers, MLAs, Public Servants)

Member engagement

- Updating Members of relevant announcements and updates relevant to ECEC policies and other related policies.
- Working with Secretariat to support the coordination of Alliance meetings, including developing agendas and reviewing of minutes.
- Coordination and following up of action items from meetings.



- Liaise with Members and their teams for information and support with Alliance activities, such as website support, policy input, communication support.

Stakeholder engagement

- Support Co-Chairs and Members in their meetings with Decision Makers and MLAs, including preparing meeting briefs.
- Liaise with Minister's Offices to provide updates on the Alliance activities when appropriate.
- Liaise with relevant stakeholders to support the Alliance's policy and advocacy efforts.
- Assist with organising meetings with relevant stakeholders between Co-Chairs and Members.

Advocacy support

- Develop advocacy strategies that focus on the Alliance's key policy positions, such as leading into ACT Elections, or National Children's Week.
- Develop content that supports the Alliance policy positions, such as survey data, key reports, social media content for Members to share.
- Develop Media Releases when relevant to Alliance advocacy efforts and liaise with ACT media.
- Coordinate Alliance responses to media request when asked for Alliance contribution to issues.

Experience and skills required:

- Stakeholder management skills that includes the ability to management relationships across Members, Members of the Legislative Assembly and Government Departments.
- Written and verbal communication skills, including the ability to write high-quality policy briefs, submissions, and reports.
- Strong analytical skills, with the ability to translate policy, research and data into clear, concise messages.
- Strategic advocacy skills that include identifying key opportunities for the Alliance to progress key policy priorities.

EOI information:

EOI must include a letter (no more than two pages) addressing the skills required above and include the names and contact numbers of two referees.

The EOI must also include a Budget that outlines what investment will be required from the Alliance to support the Coordination role.

EOI's should be sent to Alliance Co-Chairs Simon Bennett, CEO Community Services #1.

For further information please contact the Alliance Co-Chairs Simon Bennett, CEO Community Services #1 Simon.Bennett@communityservices1.org.