

## Why Join Our Team?

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At Children by Choice, **we believe in creating a world where everyone has the freedom to make their own reproductive choices.** As a **proudly feminist organisation**, we're leading the way in reproductive rights and gender equity across Queensland—and we're looking for passionate, values-driven people to join us on this exciting journey!

Imagine coming to work every day knowing you're making a real difference. We're a team that's deeply committed to creating positive change, offering all-options pregnancy counselling, wraparound support, education and training, work with consumers and health professionals as well and advocacy for every pregnant person's right to make informed decisions. Whether it's supporting someone through their pregnancy choices, improving access to safe abortion services, or shaping policy, our work is grounded in compassion, care, and justice.

Our environment is **collaborative, supportive, and dynamic**—and **we want you** to bring your passions to the table. Here, your ideas matter. You'll have the opportunity to contribute meaningfully to improving access to women and pregnant people's rights to parent by choice, to access abortion if that is their choice, and overall work towards gender equality.

With expanded funding under the Termination of Pregnancy Action Plan from Queensland Health and from Queensland Department of Justice and Attorney General, we aim transform reproductive healthcare access across the state. We're also deeply committed to gender equity and the intersections of reproductive justice, domestic, family, and sexual violence (DFSV), with funding from Department of Justice and Attorney General.

This is a place where your commitment to social justice aligns with your day-to-day work, and where your professional growth goes hand-in-hand with your passion for creating a fairer, more equal society.

Children by Choice is led by a voluntary Management Committee, a group of diverse professionals who guide our strategic vision, governance, and core values. Our CEO, working alongside a passionate team of professionals and volunteers, ensures that every voice is heard, and that we work together in a spirit of collaboration and equality.

By joining our team, **you'll be part of a bright, forward-thinking, and values-driven organisation** that's truly at the forefront of reproductive rights in Australia. You'll have the chance to work with like-minded colleagues, develop your skills, and contribute to a movement that promotes change and equality for all.

If you're looking for a place where you can grow, make an impact, and feel great about the work you do, Children by Choice is the place for you.

**Join us in making a difference!**

## Position Description

POSITION	<b>People, Policy, and Quality Compliance Coordinator</b>
Reports To	Chief Financial Officer
Date	9 <sup>th</sup> October 2024
Closing Date	Monday 21 <sup>st</sup> October 2024
Award	Social, Community, Home Care and Disability Award (SCHCDS)
Award Level	Level 5
Wage Range	From \$49.28 per hour / approx. \$97,000 pa (pro-rata)  Children by Choice can offer salary sacrifice up to <b>\$15,900 per year</b> tax-free for general living expenses. Additionally, employees can salary sacrifice up to <b>\$2,650</b> per year for meals and entertainment, bringing the total potential tax-free benefit to <b>\$18,550</b> annually.
Employment Status	Permanent Part-time
Hours	22.5 hours per week (possibility of working from home regularly)
Direct Reports	Nil

## Organisational Environment

Founded in 1972 with a strong grassroots approach, **Children by Choice** continues to carry forward this spirit of advocacy and community-led action as we lead the way in advancing reproductive rights and gender equity.

Children by Choice provides counselling, information and education services on all pregnancy options, including abortion, adoption, kinship and alternative care and parenting. We provide a Queensland-wide counselling, information and referral service for pregnancy.

Nationally we deliver sexual and reproductive health education sessions in health and hospitals around Queensland, across the community and offer training for GPs and other health and community professionals on pregnancy options, reproductive coercion and post abortion counselling across Australia. We provide consumer groups and resource development and are focussed on delivering to priority groups in Queensland, including but not limited to people with a disability, LGBTIQIA+ people, women who interface with the justice system, First Nations people, people from Culturally and Linguistically Diverse backgrounds.

Children by Choice fosters a welcoming and supportive workplace, where every team member is encouraged to contribute their skills and passions to our shared mission of advancing

reproductive rights and gender equity. Our organisation is governed by a Voluntary Management Committee, a group of dedicated professionals elected annually at the AGM. While the Committee provides governance oversight, they also offer expert guidance on operational matters to ensure our work remains strategic and responsive to best practices.

You will be part of a small, passionate team of professionals committed to delivering high-quality, evidence-based services. All team operate with a collaborative approach while promoting individual role autonomy and professional development. Together, the direct client working teams and community engagement teams work closely to provide compassionate support, advocacy, and comprehensive information to women, pregnant people, and other stakeholders.

At Children by Choice, we are proud to offer a warm, inclusive, and values-driven environment. We emphasise collaboration, innovation, and a deep commitment to gender equity and reproductive justice.

Our team is dedicated not only to achieving our goals but also to supporting one another in creating meaningful change. This is a place where you can grow, make an impact, and work in alignment with your values.

Our latest strategic plan and annual report, outline our current priorities and reflect our ongoing commitment to expanding access and improving outcomes for all pregnant people in Queensland.

Our **Annual Reports and Strategic Plan** are available on our website at [www.childrenbychoice.org.au](http://www.childrenbychoice.org.au).

*We strongly encourage applications from First Nations peoples, culturally and linguistically diverse (CALD) individuals, and other priority groups, as we are committed to fostering an inclusive and diverse workplace*

## The Role

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The People, Policy, and Quality Compliance Coordinator is a key role responsible for supporting the smooth governance of the organisation, working closely with the CEO and CFO to ensure Management Committee compliance, maintain governance registers, and oversee human resources administrative functions. This role ensures that the organisation adheres to legal, regulatory, and policy requirements, including maintaining high levels of confidentiality and accuracy in record-keeping. Additionally, the role assists in HR processes such as recruitment, policy development, and tracking staff professional development and key HR milestones.

### Key Responsibilities

#### 1. Governance & Compliance Support

- Provide comprehensive support to the CEO and CFO in managing all governance-related tasks, ensuring compliance with regulatory and legislative requirements.
- Manage and maintain the organisation's governance registers, including Blue Card registrations, director details, conflicts of interest, and asset registers.

- Oversee the coordination and administrative support for the Management Committee, including preparing documentation, maintaining up-to-date records, and assisting with compliance reporting.
- Coordinate Compliance registers including reporting arrangements and due dates with funders relating to reporting and compliance.
- Assist with the preparation and smooth running of the Annual General Meeting (AGM).
- Manage compliance with internal policies and external regulatory requirements, including liaising with auditors and external stakeholders as necessary.

## **2. Human Resources Administration & Support**

- Assist the CEO with recruitment tasks, including posting job advertisements, coordinating interviews, managing candidate correspondence, and processing onboarding documentation for new hires.
- Coordinate the induction process for new staff and Management Committee members, ensuring all relevant documentation and registrations are completed in a timely manner.
- Maintain HR records, ensuring up-to-date and accurate tracking of key milestones such as work anniversaries, probation periods, training attended, and professional development.
- Oversee registers for staff training, supervision attendance, and professional development, ensuring timely updates and compliance with deadlines.
- Assist in the review and development of position descriptions and other HR policies, ensuring they reflect current organisational needs and compliance with relevant regulations.
- Coordinate exit interviews and the offboarding process, ensuring a smooth and compliant transition for outgoing staff.
- Maintain a high level of confidentiality and integrity in handling all HR-related information and documentation.

## **3. Policy & Risk Management**

- Support the CFO, CEO and Management Committee in reviewing and updating governance policies and procedures, ensuring alignment with the Human Services Quality Framework (HSQF) standards.
- Assist with internal audits, compliance reviews, and risk management processes, ensuring all necessary documentation is up-to-date and meets compliance requirements.
- Help develop and maintain internal policy review plans and timelines, ensuring regular updates and compliance with governance and HR policies.
- Ensure that risk registers and compliance systems are actively maintained, including tracking of any outstanding issues or areas requiring follow-up.



## General Responsibilities

- **Organisational Culture:** Actively contribute to a positive organisational culture that reflects the values and mission of Children by Choice.
- **Feminist Framework:** Work within a feminist framework, adhering to Children by Choice's decision-making principles, policies, and ethical standards.
- **Collaboration:** Collaborate with team members across departments, participate in shared projects, attend staff meetings, and provide assistance during periods of peak demand or high workloads.
- **Professional Development:** Stay informed of current best practices and developments in area of expertise, participating in relevant skills training as identified in the annual work plan.
- **Time Management:** Manage competing priorities effectively while maintaining a healthy work-life balance.
- **Stakeholder Reporting:** Assist the team in preparing clear and accurate reports for management and key stakeholders, contributing to ongoing organisational transparency.
- **Compliance and Integrity:** Ensure compliance with organisational policies and procedures, maintain confidentiality, and uphold a high standard of professionalism in all interactions.
- **Strategic Contributions:** Support collective efforts such as strategic planning, policy development, and participation in public events that further the mission of Children by Choice.

## Key Relationships

- **Internal:** CEO, CFO, Senior Leadership Team, Management Committee, Staff
- **External:** HSQF Auditors, Compliance Officers, Funders, Service Providers

## Qualifications & Experience

### Essential:

- Demonstrated experience in governance, HR administration, or compliance roles, preferably in a not-for-profit or human resources sector.
- Understanding of HR policies, procedures, and compliance requirements.
- High level of organisational skills and attention to detail.
- Experience in managing compliance registers and coordinating governance processes.
- Strong communication and interpersonal skills, with the ability to work effectively with internal and external stakeholders.
- High degree of confidentiality and professionalism, particularly in handling sensitive HR matters.
- Proficiency in software including Office365 (particularly Outlook, Word, and Excel), CRM systems, and document management systems.

## Desirable:

- Knowledge of the Human Services Quality Framework (HSQF) and experience supporting audits and compliance reviews.
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- Experience with recruitment processes and HR lifecycle management.

## Key Attributes

- Proactive and solution-oriented, with a focus on continuous improvement.
- Strong attention to detail and commitment to accuracy.
- Ability to manage multiple priorities and deadlines.
- Strong ethical standards, with a commitment to confidentiality and integrity.
- Collaborative and supportive, with a strong team-oriented approach.

## Performance Measures

- Timely and accurate management of governance and compliance registers.
- Successful coordination of Management Committee compliance and governance activities.
- Effective support of HR processes, including recruitment, induction, and professional development tracking.
- High level of confidentiality and professionalism maintained in HR and governance activities.
- Compliance with internal and external governance standards and policies.

Your skills and experiences will play a crucial role in supporting Children by Choice's mission and ensuring efficient financial operations. We're looking for someone who embodies a positive attitude and is committed to working collaboratively for a cause that matters!

Children by Choice embraces a diverse and inclusive environment. Our service values diversity and acknowledges that inclusive spaces generate creativity and innovation in perspective and problem solving while producing more sustainable and effective outcomes. Aboriginal and Torres Strait Islander people, people with a disability and people from the LGBTIQ+ community are strongly encouraged to apply.

It may be a genuine requirement of this position that it is a woman as per the exemption granted to Children by Choice by the Queensland Industrial Relations Commission.

[Children by Choice Association Inc. is exempt from the operations of sections 14, 15, 15A, 124, and 127 of the *Anti-Discrimination Act 1991* in relation to attribute in s 7(a).]

# How to Apply

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We're excited that you're considering joining the Children by Choice team! To apply, please send us:

- A **one-two page response** outlining how your skills and experience match the key selection criteria and duties in this role.
- Your **current CV** detailing your professional background and qualifications.

At Children by Choice, we value passion, collaboration, and a commitment to making a difference. We encourage you to keep your application clear, friendly, and focused on how you can contribute to our mission.

For any queries please contact: [recruitment@childrenbychoice.org.au](mailto:recruitment@childrenbychoice.org.au) we're happy to respond via email or call you back!

Please submit your application via email to [recruitment@childrenbychoice.org.au](mailto:recruitment@childrenbychoice.org.au) with the subject line: **People, Policy and Quality Compliance Coordinator Application – [Your Name]**.

**Applications close on 9am 21<sup>st</sup> October 2024.**

We can't wait to hear from you!