

For Change Co. is a fast-growing social enterprise based in Melbourne with the mission of creating pathways out of homelessness for young people. We established Australia's first non-profit crepe van, Crêpes for Change, in 2015 and have since opened a coffee cart and four cafes across Melbourne - all of which host our training program participants. Along with this, 100% of profit from our work goes directly into our impact work.

Our amazing team is passionate and dynamic with big dreams of changing the world; sparked by the vision of eliminating youth homelessness. Our values of passion, transparency, collaboration, inclusivity, and agility come through every day in the work that we do and the outcomes that we deliver, with an ongoing focus of creating a diverse community committed to our mission.

For more information, check out our recent Impact Report is [HERE](#).

IMPACT

Our goal is to measurably and sustainably change the lives of as many young people as we can. We aim to do this through creating pathways out of the homelessness cycle for the young people that we work with.

To date, we have supported over 130 young people to exit the homelessness cycle through our Pathways for Change Employment and Training Program, our Youth Advisory Program, our Skills+ Workshops, and through rental support.

THE ROLE

The Secretary is a key role in overseeing the governance and compliance of the organisation, preparing the agenda for board meetings, taking minutes, and chairing the Board's Risk and Governance Committee. The Secretary plays an important role in guiding the strategy of the organisation towards its mission including working closely with the Chair, CEO and Board Directors in supporting them to fulfil their roles and responsibilities.

Responsibilities include:

- Leading Board governance and accountability: Having a strong understanding of the organisation's Constitution, policies and procedures to ensure these are consistently being followed in enacting strong governance processes.
- Compliance: Ensuring that the organisation is compliant with ACNC and ASIC obligations.
- Board secretariat role: Organising meetings and agendas with the Chair, preparing and circulating minutes, ensuring that all proper processes are followed in the recording of meetings.
- Chairing the Risk and Governance Committee and the routine review and enhancement of policies.
- As a non-executive Director, representing and advocating for the organisation's charitable works, including through supporting ad hoc board projects and fundraising.
- Read the full PD [HERE](#).

You could be our next Secretary if:

- You have experience as the Secretary or as a board member on another not-for-profit or social enterprise board.
- You have legal qualifications and experience with a keen eye for detail when it comes to Constitutions, regulations, policies, procedures and risk management.
- You are looking for an opportunity to make your mark and shape governance and accountability for a growing not-for-profit social enterprise.
- You thrive in a culture of accountability and innovation, driven by ambitious impact goals.
- You are great at synthesising meetings into clear, compliant, yet easy-to-follow minutes and actions.
- You are keen to use your experience and networks to contribute to For Change Co's impact.
- You are passionate about making a difference to the lives of young people experiencing homelessness in Melbourne.

The important details:

- This role involves ad hoc hours, with an average of 1-2 hours per week,
- The Board meets every eight weeks on average, with most meetings taking place remotely or in a combination of face-to-face and remote settings,
- The ideal applicant is based in Melbourne to ensure local representation of For Change Co.,
- You can read a little more about how our board works [HERE](#),
- Directors take on the role of being responsible persons for the organisation, this responsibility should be taken seriously and should be considered before applying.

TO APPLY

If this sounds like you, send your CV and any questions you may have to nick@forchangeco.com.au. PLUS answer the following question:

- How did you hear about For Change Co. and why are you interested in being involved?
- Why are you perfect for the role of Secretary?

***The role will remain open until it has been filled, so get in quick!**

For Change Co. believes in providing a supportive and inclusive working environment. Therefore, we encourage applications from Aboriginal and Torres Strait Islander people, those from culturally and linguistically diverse backgrounds, workers of all ages, people with disabilities, and people who identify as LGBTIQ+.