



RED NOSE RECRUITMENT INFORMATION PACK

Position: Community Advisory Committee Members

Closing Date: Friday 7th June 2024 by 12noon AEST

The Organisation: Red Nose

Red Nose is a registered not-for-profit organisation and Australia's leading authority on safe sleeping and safe pregnancy advice. Red Nose has been a key provider of bereavement support following pregnancy, infant and child loss for over 40 years.

The Opportunity: Red Nose Community Advisory Committee Members

**Do you want to work for a nationally renowned charity supporting Australian parents?
Do you want to give back to the community in a unique and impactful way?**

Red Nose is now expanding its **Community Advisory Committee**, a committee focused on ensuring that Red Nose is meeting the needs of the broad community it serves. We are calling for new members now!

Red Nose envisions a future where no child dies suddenly or unexpectedly during pregnancy, infancy or childhood.

Red Nose's mission is saving little lives and supporting anyone affected by the death of a baby or child.

We need your help in achieving our vision, our mission and in supporting Australian families. Are you the next Red Nose Community Advisory Committee member?

The Red Nose Board established a Community Advisory Committee (CAC) in 2020 as a vital link between the Red Nose Board, Executive and Community to ensure Red Nose's mission and core work continues to reflect and meet the needs of our key community groups. We are a unique committee, in that our members are selected on the basis of their lived experience and members of our target communities.

The aim of the CAC is to improve community engagement with Red Nose services and to ensure there is equitable access to our services for all Australian families. We particularly seek to ensure the CAC is representative of First Nations people, people from culturally diverse or linguistically diverse backgrounds, families from remote or regional Australian communities, as well as young mothers.

You will play a pivotal advisory and advocacy role for Red Nose. The CAC operates under the authority of the Red Nose Board and as such, are appointed by the Board. This has direct oversight and support of the Red Nose CEO. You will work directly with the CAC co-Chairs, Board representative and fellow CAC members. You will be supported by the Red Nose 'family' throughout the duration of your CAC membership and carry an active, lived experience 'voice' to the committee table at every meeting and in every project or activity.

Key Responsibilities

1. **Advocating:** on behalf of diverse community groups, promoting awareness of their needs and facilitating meaningful engagement.
2. **Assisting:** in gathering community ideas, sentiments, and desires to inform Red Nose's service offerings.
3. **Identifying and addressing issues:** of community concern, ensuring they are brought to Red Nose's attention via the CAC co-Chair, for appropriate action.
4. **Communication and Community Engagement:** From time to time, CAC members may be called upon to be an ambassador for the organisation, representing it in the wider community, to build relationships and assist with expanding the organisations' networks to further promote the work of Red Nose.
5. **Governance:** Working collaboratively with the Executive and other CAC members, you will play an important role in ensuring good governance and transparent community engagement and participation practices, leading to improved equity and access to services and outcomes that are reflective of need for all Australians.

Skills, Experience and Attributes

To ensure that Red Nose is meeting the needs, removing barriers, and improving access to Red Nose services, we are seeking applications from people who are representative of our wide and diverse community across Australia, including:

- a diverse mix of lived experience perspectives including bereaved parents and representation of various experiences of loss, new parents and community members who are familiar with the work of Red Nose,
- a diverse mix of population groups. To ensure diversity within the Committee a number of positions will be allocated for targeted population groups including First Nations community members, Refugee, ethnic minority groups and community members and young mums under 25 years old at the time of pregnancy/perinatal loss.

In addition to the above attributes, we are also seeking:

- A strong commitment to the organisation's mission and values.
- A strong commitment to the Committee's aims, principles, objectives and deliverables.
- Experience in serving in or working with the not-for-profit/for purpose sector and an understanding of the community in which the organisation operates.
- Experience in engaging with communities from diverse populations.
- Excellent communication, interpersonal, and relationship-building skills.
- Committee experience is highly regarded.
- An understanding of governance principles is desirable but not essential.
- Satisfactory completion of commencement checks as stipulated by Red Nose, such as Police Checks and Non-Disclosure Agreements.

Your Commitment to the CAC:

CAC members will be appointed by the Board, via the Red Nose CAC Recruitment process for a term of three years.

Six meetings will be held each year, unless otherwise determined, typically held on a Wednesday evening via video conference with additional CAC meetings and events as required. CAC members are expected to commit approximately 5 hours per month in their role to carry out Committee responsibilities including meeting attendance, committee work, and ongoing engagement with the organisation.

From time to time, CAC members may be expected to represent the CAC on other Red Nose Committees and/or Working Groups.

The role of a CAC member is voluntary, and members serve on a pro bono basis.

What we offer you

- An opportunity to really engage with the Red Nose Community: Be a vital link in engaging communities to ensure equitable access to Red Nose services for all Australian families.
- Development of Advocacy skills: Represent diverse community groups and address critical issues.
- Honouring your Lived Experience: Your appointment is based on your unique perspective.
- The opportunity to share the experiences of your diverse background: We value First Nations people, people from culturally diverse communities including refugee and ethnic minority groups, young mothers under 25 years old at the time of pregnancy / perinatal loss and people living in regional and remote communities.
- Skill Enhancement: Improve your skills through active volunteering.
- Networking: Connect with a community of supportive individuals.
- Leadership Development: Grow your leadership abilities in a meaningful context.
- Many volunteers at Red Nose also tell us that volunteering is a meaningful way for them to give back to the organisation that helped them through the pain and difficulty of losing their baby or child and allows them to pay it forward so future families have access to the same caring support.

Location

This opportunity is open to anyone, anywhere in Australia. Meetings and work will be conducted via video conference, email and other digital means.

How to apply

Your application must include the following:

- Maximum one (1) page written pitch addressing how your skills, experiences and attributes make you suitable for this role. You should ensure you address the skills, experience, attributes, and responsibilities outlined in this pack using examples.
- A current CV / Resume.

These documents should be submitted as a Word or PDF document with

SUBJECT LINE: CAC Member application to moniqueferguson@rednose.org.au by the closing date, 12 noon AEST Friday 7th June 2024.

Your pitch is an opportunity to tell us why you are interested in the role and volunteering with Red Nose.

Closing date and time

Applications close 12 noon AEDT Friday 7th June 2024.

Recruitment Process – what to expect

We thank all applicants for their interest in applying for the Red Nose CAC.

All volunteers at Red Nose, are required to complete various checks before commencing in their volunteering role including adhering to the Red Nose Code of Conduct for Volunteers, undergoing a police clearance check, referee checks, confidentiality and non-disclosure agreements and hold a current Working with Children's Check/Working with Vulnerable Persons check.

Red Nose is committed to equal opportunity for candidates to participate in all stages of the selection process, including reasonable adjustment to assessment methodologies to enable full participation. If you require reasonable adjustments during any stage of the recruitment process, please let us know. This might be in the form of accessible documentation, altered interviewing methods or preferred means of contact.

Red Nose holds all applications for this role in the strictest of confidence. Your privacy is maintained at all times.

We ask all applicants for their patience throughout the process. Once complete, we will notify unsuccessful candidates and can provide feedback where required.

Recruitment Process – Timeframes

- Advertising role and applications open until early June 2024
- Shortlisting of suitable applications mid June 2024
- Interviews of suitable candidates mid June – early July 2024
- Referee checks early July 2024
- Final Selections and Candidates Notified early July 2024
- New Committee members commence mid July 2024
- CAC Induction late July – Early t 2024
- First CAC Meeting for New Members September 2024

Enquiries

If you require further information after reading the role information pack, please contact Monique on 03 9034 1273.

More information

For more information about Red Nose and this role visit www.rednose.org.au