

Position Description

Co-Chief Executive Officer (two positions available) National Team – Leadership Role

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Purpose of the Role

The Co-CEOs are responsible for good governance and effective management of Pint of Science Australia (Pint AU), to advance Pint AU's efforts to bring the wonders of Australian research to the public in an engaging and accessible way.

This includes responsibility for the organisation's legal matters, risk and [strategy](#) (currently undergoing a refresh), financial solvency, and setting a positive organisational culture, including through modelling our [values and behaviours](#).

This also includes responsibility for overseeing and guiding Pint AU's strategic initiatives and partnerships, policy positions, operational effectiveness, national-level media and communications activities, financial monitoring and reporting, and managing and mentoring the Leadership Team.

Position in the Organisation

International

Pint AU is an independent organisation and [a registered charity](#) with the Australian Charities and Not-for-profits Commission (ACNC), operating under the "Pint of Science" trademark with contractual Agreement with Pint of Science Limited (PoS Ltd) who organise the [global Pint of Science festival](#).

The Co-CEOs are signatories to this Agreement and are the primary contact points with PoS Ltd regarding the Agreement and its terms. The Co-CEOs are Directors of Pint AU on ACNC.

National

Pint AU is run entirely by volunteers based in Australia. Its size oscillates from between ~10-20 volunteers on the National Team in the "off-season" (July-September) to ~150 volunteers during peak "festival season" (March-May) spread across national and local teams.

The Co-CEOs work in close partnership to lead Pint of Science Australia, with support of a passionate and engaged national [Leadership Team](#) and a broader community of national and local volunteers.

They have four Directors as their direct reports, representing each of the four portfolios of the National Team: Strategy & Policy, Operations, Media & Communications and Finance.

The Co-CEOs chair fortnightly Leadership Team meetings (with the Directors and Managers of the National Team) and also hold fortnightly meetings with each of the Directors. The Co-CEOs are accountable to the Leadership Team for their actions and decisions.

Key Responsibilities

- Ensure good governance for Pint AU, through:
 - Registration as [Director with the Australian Charities and Not-for-profits Commission \(ACNC\)](#).
 - Compliance with the terms of the PoS Ltd Agreement.
 - Risk and strategy planning with the Leadership Team, including through an annual Strategy Weekend.
 - Financial oversight and regular reporting.
 - Setting, and working to continuously improve, organisational culture.
- Ensure effective management of Pint AU, through guiding, overseeing and approving:
 - Strategy & Policy efforts, including setting and monitoring progress against our strategy, development of partnerships and fundraising efforts, and articulation of policy positions that strengthen the organisation's capacity to respond to risk.
 - Operations efforts, including the successful delivery of the annual Pint of Science festival in Australia, IT support, merchandising and logistics, and process improvements.
 - Media and Communications efforts at the national level, including the Pint AU blog, podcast, and communication tools (website, social media channels, mailing lists) and communication guidelines.
 - Finance and compliance efforts, including appropriate use of funds, financial acquittals, budgeting, financial decisions, and insurances.
- Build and maintain strong relationships with key stakeholders, including:
 - Internally, with Pint AU volunteers and speakers; and
 - Externally, with prospective and existing partners and sponsors, science communication experts, granting bodies, PoS Ltd, and the media.
- Ensure Pint AU activities are of high-quality and deliver on their objectives.
- Develop and foster leadership and management capabilities of the Leadership Team.

Expected Time Commitment

Up to 5-10 hours per week, increasing up to 15 hours per week in peak periods around the May festival.

Term

This position is being filled for a minimum Term of 2 years. Post conclusion of their term, outgoing Co-CEOs are expected to be actively involved in the recruitment of the next Co-CEOs (as non-voting members) and commit to a transition period of 3-6 months (to be negotiated with their successor).

The Co-CEO Term may be extended thereafter on an annual basis, with support from the other Co-CEO and members of the Leadership Team.

At any point within their Term, the Leadership Team may cast a majority vote of no-confidence to terminate the Co-CEO term pre-emptively.



Key Selection Criteria

Essential

- Demonstrated experience in senior leadership or governance roles, ideally in the not-for-profit, research, or science communication sectors, including experience with strategic planning, risk management, and financial oversight.
- Demonstrated experience in managing and guiding activities across multiple portfolios in a way that improves organisational efficiency and effectiveness.
- Experience in managing, and developing capabilities within, a team, fostering a positive and high-performing organisational culture, and guiding teams through change and growth.
- Strong track record of fostering and maintaining positive working relationships with a range of internal and external stakeholders.
- Resident in Australia and eligible to apply for a [Director ID](#) with the Australian Business Registry Services.
- Passion for promoting science engagement and advancing Pint AU's mission.

Desired

- An understanding of Pint AU's mission, structure, culture, and its current challenges and opportunities.
- Experience in supervising volunteer teams.
- Experience with, or awareness of, ATO and ACNC reporting obligations.
- Governance qualifications, such as through the Australian Institute of Company Directors or Institute of Community Directors Australia.

Application Process

Although this is a volunteer role, it is one of significant responsibility and time commitment over a minimum of 2 years.

If you feel you can make this commitment, and meet the requirements of the role, please apply by **11:59PM AEDT on 27 January**, by sending your CV and cover letter addressing the key selection criteria, to:

Maria Roitman and Jin-oh Choi

Outgoing Co-CEOs

ceos@pintofscience.com.au

