No Barriers Education Foundation

Job and Person Specification

Title of Position	**Managing Director, No Barriers Education Foundation Incorporated**
Type of appointment	Volunteer, part-time and flexible, with hours and availability agreed before appointment
Remuneration	Unpaid, to be reviewed after 12 months, subject to funding Reimbursement of reasonable expenses incurred while carrying out duties of the position
Location	Preferably Adelaide; working remotely is possible for interstate candidates, but must be able to occasionally attend in person events in Adelaide

Job Specification

1. Summary of the broad purpose of the position and its responsibilities

Responsible to the Board for the strategic leadership and for the management of the full range of operations of No Barrier Education Foundation Incorporated ("NoBarriers") in Australia and Zimbabwe consistent with NoBarriers' mission, strategy and Board direction.

2. Reporting / Working Relationships

- The incoming Managing Director reports to the Board. During the transition, delegated authority, responsibilities and decisions requiring approval will be documented and agreed with the Board and current Managing Director.
- Lead and coordinate the work of staff, volunteers, contractors and service providers engaged by NoBarriers in Zimbabwe and Australia, within agreed responsibilities and available resources.
- Work collaboratively with the following people and organisations, with their contributions to the role agreed during handover:
    - NoBarriers Finance Director with regard to the Foundation's financial management and financial reporting;
    - NoBarriers Zimbabwean representative / Country Director;
    - NoBarriers' volunteers contributing to communication, fundraising and other critical functions;
    - NoBarriers partner organizations (Muzarabani High and Hwata Secondary Schools, Sanitary Aid Zimbabwe, Uncommon, Buffalo Bicycle Zimbabwe in Zimbabwe andAustralian partners, including World Bicycle Relief, pro-bono supporters, donors and sponsors;
    - Board committees established to carry out specific functions as agreed by the Board.
- Meet with the Chair of the Board to prepare board meetings, discuss priorities and raise issues requiring board review.

4. Special Conditions

- Communication with Zimbabwean stakeholders may require contact outside Australian business hours. Availability and reasonable boundaries will be agreed before appointment.
- Travel to Zimbabwe, including Harare and rural program locations, is essential for stakeholder engagement and navigating local administrative processes. Annual visits are expected, continuing the pattern established over the past six years. Timing, duration, expense coverage and practical arrangements will be agreed before appointment.
- Work flexibly with partners using accessible communication methods, including WhatsApp and photographs of receipts, recognising variable connectivity and response times.

5. Statement of Key Responsibilities

Accountabilities below describe the full Managing Director role after handover. During the transition, duties will transfer progressively under an agreed plan. Priorities, delegation and support will be reviewed with the Board so that the work is achievable within the agreed volunteer commitment.

Working with the Board, Finance Director, local partners and other contributors, the Managing Director will:

- Build and maintain positive partnerships with:
    - Zimbabwean schools, school leaders and communities, relevant district and provincial authorities, education representatives, service providers and other stakeholders;
    - Australian philanthropic networks, corporate partners, donors, community groups and relevant not-for-profit organisations.
- Lead the development and delivery of a realistic fundraising plan with agreed Board and volunteer contributions, including:
    - Maintaining relationships with donors and philanthropic networks;
    - Identifying suitable grants and coordinating applications;
    - Engaging supporters, community groups and networks to raise funds for agreed initiatives.
- Work with each partner school to identify and prioritise its needs through a School Assistance Program and agree an Annual Assistance Plan to guide NoBarriers' support.
- Coordinate delivery of agreed school assistance initiatives with Country Director, local partners, service providers and contractors. Monitor quality, costs and benefits for schools, learners and communities, and report progress and emerging issues to the Board.
- Oversee budgets and use of funds with the Finance Director, in accordance with Board approvals and applicable requirements. Agree responsibilities for routine financial administration and reporting.
- Oversee compliance and appropriate policies in Australia and Zimbabwe, seeking specialist advice where required and escalating issues to the Board. Promote safeguarding and conduct consistent with NoBarriers' values and Code of Conduct.
- Coordinate the website, social media and donor communications with available contributors, reflecting NoBarriers' values of integrity, accountability, transparency, respect, effectiveness, equity and cooperation.

What this volunteer role offers

The opportunity to use your leadership experience to support education in Zimbabwe, build relationships with school communities and international partners, and help shape NoBarriers' next stage. The role offers practical experience in not-for-profit leadership, fundraising and international program oversight.

Proposed support includes a structured handover with the current Managing Director, introductions to key partners and access to organisational records. The Board will confirm mentoring arrangements, ongoing support and a realistic allocation of responsibilities before appointment. Reasonable expenses incurred in carrying out agreed duties are reimbursed.

Person Specification

1. Educational Qualifications

Relevant qualifications or equivalent professional experience in leadership, business administration, international development, finance, marketing or a related field.

2. Personal Abilities / Aptitudes / Skills

- Leadership, organisational management and governance skills gained in a business, not-for-profit or community setting;
- Ability to lead collaboratively and work respectfully across cultures;
- Strong interpersonal skills and the ability to build trust with partners, donors, volunteers, contractors and service providers;
- Ability to organise and support volunteers or committees to deliver agreed fundraising activities and program initiatives;
- Ability to analyse issues, set priorities and develop practical responses;
- Ability to adapt to uncertainty and change, recognise capacity limits and seek support when needed;
- Sound judgement and an understanding of when to refer decisions to the Board;
- Clear written and verbal communication, including presentations and donor engagement;
- Ability to work independently within agreed priorities, maintain communication with the Chair and Board, and deliver realistic commitments;
- Confidence using everyday digital tools and willingness to learn NoBarriers' systems;
- Willingness to keep informed about developments in Zimbabwe relevant to education and NoBarriers' work;
- Capacity to undertake essential annual travel to Zimbabwe, including rural program sites, with agreed practical support and travel arrangements.

3. Experience / Knowledge

- Understanding of, or willingness to learn, locally led international development principles and their application to education and related community needs;
- Experience working respectfully with culturally diverse communities; international development experience is desirable;
- Willingness to learn about Zimbabwe's operating environment and build relationships with local partners and contacts;
- Ability to adapt communication and work practices where partners have limited digital access;
- Experience planning, delivering and monitoring projects or programs, with international development experience desirable;
- Understanding of Australian not-for-profit governance, accountability and the respective roles of the Board and operational leadership;
- Commitment to child safeguarding and willingness to learn and apply relevant NoBarriers policies and requirements in Australia and Zimbabwe.