

Governance & Executive Officer (Parental Leave Cover)

August 2026

Reporting to:	Head of Finance, Governance & Compliance
Direct reports:	None
Status:	Full-time fixed term (10 month parental leave contract) This role has an in-office requirement of 3-4 days per week. Days will vary week-by-week.
Salary range:	Commensurate with experience + super + NFP salary packaging
Location:	Hybrid Model (office in Sydney)

ReachOut is an inclusive workplace, committed to providing opportunities for people from diverse and often marginalised groups. We encourage applications from people of all ages, backgrounds, and identities. This includes but is not limited to people with living experience of mental health issues and/or recovery, Aboriginal and Torres Strait Islander peoples, people from culturally and linguistically diverse backgrounds, people who identify as LGBTQIA+ and people with disability.

What ReachOut does

At ReachOut we are guided by a clear, simple ambition – helping young people feel better. This means that everything we do is designed to help young people feel:

- better in the moments when they most need help
- better about who they are and their place in the world.

And be:

- better able to cope with the challenges they're facing today
- better set up and equipped to manage when life doesn't go as planned.

Anonymous and confidential, ReachOut is a safe place where young people can openly express themselves, get a deeper understanding and perspective on what's happening in their lives, connect with people who will provide judgement-free support, and build the resilience to manage their challenges now and in the future.

100 per cent online and designed specifically for – and with – young people, ReachOut lets young people connect on their terms at any time from anywhere. From one-on-one support from experienced peer workers, to tips, stories, and resources, ReachOut offers a wide range of high quality and safe support options that allow young people to engage in the ways they want to, when they want to.

And, ReachOut Parents and ReachOut Schools provide valuable information, resources and advice to help parents, carers and educators to better understand the young people in their lives and to play an active role in their wellbeing.

Better

starts

with

us

About the role

The Governance and Executive Officer will provide high-level executive support to the CEO and Leadership Team, ensuring the smooth operation of the executive office. The role involves responsibilities in governance, risk management, and compliance, particularly in supporting the Company Secretary, Board and subcommittees through the provision of coordination and support duties. The successful candidate will maintain robust governance frameworks, manage the organisation's risk register, and ensure compliance with relevant legislation.

Key tasks

1. Executive Support:

- Provide executive assistance to the CEO including managing schedules, prioritising tasks and overseeing communications.
- Prepare materials, minutes, reports, and presentations for executive meetings and external engagements.
- Coordinate travel and expense management for the CEO, ensuring compliance with organisational policies.

2. Governance Support:

- Deliver high-level administrative support to the Company Secretary and provide governance assistance to key subcommittees, overseeing meeting coordination, agenda development, and the accurate recording of minutes.
- Lead the coordination and timely preparation of board papers and associated documentation, ensuring the highest standards of accuracy and professionalism.
- Partner with the Company Secretary to uphold the organisation's governance and compliance framework, ensuring full adherence to regulatory obligations and corporate governance best practices.
- Manage reporting frameworks that enhance boardroom decision-making and ensure compliance with legal and regulatory standards.
- Maintain a strong understanding of the dynamic between the Board and management, using this knowledge to optimise governance structures and support board performance.

3. Risk and Compliance Management:

- Work with the Head of Finance, Governance and Compliance to oversee the management of the organisational Risk Management Framework; assisting staff to identify, assess, and report on potential risks.
- Advise the CEO and Leadership Team on governance and compliance matters, ensuring the organisation's risk management strategy is robust and responsive.
- Contribute to maintaining and enhancing quality assurance and compliance frameworks and processes, ensuring all policies, reporting and submissions adhere to regulatory and internal standards.

4. Other Duties:

- Handle confidential information with the utmost discretion and professionalism.
- Contribute to special projects, initiatives, and events as directed by the CEO.
- Perform other personal assistant duties to the CEO as they pertain to the role.

- Perform additional tasks and responsibilities as required to support the Leadership Team and overall organisational objectives.

Main relationships

With	Purpose
CEO	To ensure effective management of the office of the CEO.
Head of Finance, Governance and Compliance	To lead the management of systems and processes to ensure compliance with governance policies and reporting requirements. The Head of Finance, Governance and Compliance will provide you with ongoing leadership, management and support.
Board and Sub-Committee members	Support members by coordinating meetings, preparing materials, and ensuring timely access to critical information for decision-making.

Selection criteria

To be successful in the role, you need:

- Experience managing an executive office or supporting a leadership team.
- Demonstrated experience in governance and risk management
- Experience in maintaining effective board reporting frameworks that contribute to informed boardroom decision-making.
- Proven ability to manage the board–management relationship, ensuring optimal governance and board performance.
- Strong organisational and time-management skills with the ability to manage competing priorities.
- Excellent written and verbal communication skills, with a high level of attention to detail.
- Ability to operate autonomously, managing sensitive and confidential information with professionalism, discretion and integrity.

We also think it would be useful to have:

- Experience in the not-for-profit sector.
- Experience in business administration or a related field.
- Familiarity with various IT platforms and office management systems and procedures.