



Chief Executive Officer – Position Description

Position Title	Chief Executive Officer
Responsible To	A Fairer World Management Committee/Board
Salary & Conditions	Salary and conditions are in accordance with the Social, Community, Home Care & Disability Services (SCHADS) Industry Award 2010. The role will be paid between Level 8.1 to 8.3 subject to the appointee's skills and experience, with increments agreed by the Management Committee.
Status	Part-time, 21 hrs/week permanent position with six-month probation period. Work pattern to be negotiated. Some work is required outside normal business hours. Work hours and may increase subject to increased funding.
Location	4 Battery Square, Battery Point, Hobart. Intrastate and occasional interstate travel is required.

Purpose

Reporting to and under broad direction from A Fairer World's Management Committee, contribute to strategic direction and implement the strategic plan to ensure the agreed vision and goals are achieved and all governance and compliance requirements are met. Provide leadership that demonstrates AFW values and inspires and supports staff and volunteers. As a competent training facilitator, plan, promote and maintain high standards in program development and delivery. Manage day-to-day operations, including budgets, forecasting, grant writing and acquittals. As the public face of A Fairer World, build strong external and stakeholder relationships with a focus on advocacy and partnerships across the community sector.

Key duties

Strategy

- Assist the Management Committee in the development, successful implementation and review of strategic planning, including through an annual operational plan and performance monitoring.
- Actively monitor developments in education, the not-for-profit sector, governance, grants and fundraising, and other areas as appropriate and advise the Management Committee of strategic issues; develop appropriate responses to address.

Operations

- Lead an inclusive, engaging culture where staff and volunteers are motivated, grow and flourish; undertake annual staff and volunteer performance reviews.
- Contribute to the delivery of programs.
- Develop, manage and report against budget.
- Plan, promote and maintain consistently high standards in program development and delivery.
- Develop and implement organisational policies and review as required.
- Maintain infrastructure, hardware and resources to a high standard.

Relationships and visibility

- Develop and maintain effective relationships with the Management Committee.
- Represent AFW on government committees and actively participate in policy development that aligns with AFW strategic aims and supports systemic change.
- Develop effective partnerships that increase our social impact and further our strategic aims.
- Build networks with stakeholders to promote AFW and grow influence as the go-to organisation for diversity and inclusion advice and training.
- Be the visible face and spokesperson for AFW.

Governance, compliance and financial management

- Ensure, with the support of the Management Committee, all corporate governance issues are proactively managed.
- Establish, review and oversee implementation of administrative and financial policies and procedures that ensure AFW complies with all legal and regulatory requirements.

- Advise and keep the Board informed of all financial, governance, HR, performance, risk and other related matters, and attend and participate in Management Committee and sub-committee meetings as required.

Sustainability

- Monitor funding opportunities and develop funding submissions in consultation with the Management Committee and relevant staff.
- Investigate opportunities to diversify revenue to increase social impact and reach.

Note

- The CEO may be allocated other duties by the Management Committee from time-to-time.
- The ongoing work of A Fairer World is subject to continued funding

Key selection criteria

Personal characteristics

- Demonstrated values in line with AFW's vision, mission, purpose and values.
- Collaborator and communicator with high levels of emotional intelligence.
- Passionate, energetic, empowering and inspiring leader.
- Practical and leads by example.
- Resilience and flexibility with the ability to respond to change quickly.

Essential skills

- Organisational leadership and management skills with a demonstrated ability to inspire and motivate staff.
- Excellent government relations and advocacy skills and experience.
- Financial management, reporting and budgeting skills.
- Highly skilled and confident public speaker and presenter.
- High level collaborative, relationship building and networking skills.

- Knowledge of human rights and social justice issues and approaches, and transformative education programs or the ability to quickly acquire.
- Knowledge of organisational governance, business, human resource and financial management systems and practices, as well as an awareness of the legal framework governing the not-for-profit sector and charities.
- High level communication skills.

Experience

- At least three years senior leadership experience, preferably in a for-purpose organisation, including working with and reporting directly to a management committee/board.
- Experience leading and managing teams including volunteers.
- Experience in strategic planning and reporting.
- Experience growing and diversifying revenue.
- Experience managing and acquitting grants is desirable.

Additional role requirements

- On commencement, the appointee must have a valid Working with Vulnerable People Check for Tasmania.
- Employment will be conditional to the successful completion of a National Police Check.