

- National peak body based in Canberra
- Leading Not for Profit Organisation for Volunteers

#### ABOUT VOLUNTEERING AUSTRALIA

Volunteering Australia (VA) is the national peak body for volunteering, working to advance volunteering in the Australian community. VA actively provides consultative feedback and input to Government to influence public policy, and highlight its impact on Australia's nearly six million formal volunteers and the organisations to which they offer their time.

The VA Vision is to see "A stronger, more connected and resilient Australian community through volunteering" and the VA Mission is to lead, strengthen, promote and celebrate volunteering in Australia.

VA is governed by a Board of eight who are supported by a committed and energetic professional staff of five who operate out of the VA office in Canberra's CBD.

The organisation is in the final stages of a strategic cycle (2017-2020) prioritising four focus areas:

1. National Leadership, Advocacy and Policy
2. Informative and Useful Research
3. Effective Communication and Stakeholder Engagement
4. Collective Viability (Sustainability and Resilience)

This is an exciting opportunity to lead the national peak organisation for volunteers as it moves into a new strategic cycle, and shape the future of volunteering in Australia.

#### CHIEF EXECUTIVE OFFICER

Reporting to and in partnership with the Board, the CEO is responsible for the success of Volunteering Australia, ensuring meaningful contribution to and support for the volunteering sector. In close collaboration with Partners, Stakeholders and Members, the CEO will be responsible for accomplishing the VA mission and vision through the effective leadership and management of VA staff and day-to-day business operations.

This is both an exciting time for VA and a challenging time for volunteering, with issues and opportunities for volunteering across Australia to be navigated. The incoming CEO will be tasked with growing the organisation including the expansion of VA's partnerships and working with the Board to develop the next strategic plan.

- Shape the future of volunteering in Australia
- Up to \$150,000 pa package - generous salary packaging

The CEO will have strong values that align with VA's goals and mission, and thoroughly understand the context and landscape of volunteering in Australia, including challenges and opportunities in practice and from a policy perspective.

To be considered for this role you will need to be a dynamic leader, with the ability to engage and develop lasting, positive relationships with passionate stakeholders at a national level, including partners, members, government, private organisations, community and Foundation Members (State/Territory peaks).

Your commercial and business acumen will ensure the successful delivery of key objectives whilst growing strategic partnerships that encompass revenue generation and organisational growth, to the benefit of both members and stakeholders.

You will be experienced in leading associations and not for profit organisations, including supporting effective governance processes. An in-depth knowledge of driving national strategy across a federated model is essential, as is experience in navigating and leading the development of national advocacy and communications campaigns.

#### KEY RESPONSIBILITIES

##### Strategic Leadership

- Implements the VA Strategic Plan and works to strengthen VA as the peak organisation for volunteering across Australia
- Drives strategic initiatives that position VA for growth and continued strong presence with the volunteering sector and the business community across Australia;
- Oversees the day to day operations, advocacy and business development activities of VA;
- Is the key point of contact for partners, stakeholders including but not limited to, the Foundation Members of VA;
- Liaises with and forms close partnerships with key Federal Government Departments and community and business representatives;
- Maintains an active presence on Advisory Boards and Committees relevant to VA's mission;
- Demonstrates a high level of communication skills to a diverse audience across the community;
- Represents VA in the media and in other public forums.

## KEY RESPONSIBILITIES (Continued...)

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### Legal Compliance

- Assures Volunteering Australia's operations comply with all relevant laws and regulations.

### Mission, Policy and Planning

- Assists the Board to determine and implement corporate objectives, strategies and plans;
- Reports to the Board to ensure that it can monitor and evaluate Volunteering Australia's relevance to the sector, the community, its effectiveness, and its results;
- Is instrumental in formulating policy relating to volunteering in regards to trends, governmental regulations, programs and policies;
- Ensures that the Board is fully informed on the operational status of Volunteering Australia;
- Provides reports and submissions to the Board and its committees regarding trends, issues, problems and activities in order to facilitate decision and policy-making.

### Management and Administration

- Provides leadership and management to the VA team and manages the day-to-day operations of Volunteering Australia;
- Builds a positive organisational culture that builds the values of VA and supports the achievement of VA strategic goals
- Assures program quality and organisational stability through the development, implementation and evaluation of standards, controls, systems and procedures;
- Assures a work environment that recruits, retains, develops and supports quality employees;
- Specifies accountabilities for employees and evaluates performance regularly.

### Financial Sustainability

- Ensures financial sustainability of VA through the management of key Government, Corporate and Philanthropic partners;
- Identifies business development opportunities and strategies to strengthen and diversify VA's revenue streams;
- Assures ongoing engagement and management of key Corporate, Philanthropic and Community relationships while also working towards development of new sustainable partnerships with Corporate, Philanthropic and Community partners;
- Identifies and positions VA to join key advisory groups and boards to strengthen the strategic position of VA;
- Oversees and manages the finances of the organisation including budgets, reports and audits.

### Governance

- Assists the Board to articulate its roles and accountabilities, that of its committees, individual members, and evaluating the Board's performance regularly;
- Works with the Board Chair to enable the Board to fulfil its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members;
- With the Board Chair, focuses the Board's attention on long-range strategic issues;
- Manages the Board's due diligence processes to assure timely attention to core issues;
- As delegated by the Board acts as the nominated executive officer to ensure compliance of the organisation to regulations.

### Stakeholder Engagement and Public Affairs

- Raise the profile of VA with key stakeholders, current and potential members, funders and media;
- Identify and leverage opportunities in national public affairs where, the mission, goals and position of VA and of Volunteers needs across Australia are advanced;
- Leads VA's national policy engagement with Federal Government on all matters relating to volunteering in Australia;
- Promotes and advocates for the needs and priorities of Volunteering Australia and advances the cause of volunteers and volunteering organisations nationally;
- Maintains and develops high quality relationships across Australia that advance the mission of VA.

## REPORTING RELATIONSHIPS

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The CEO reports to the VA Board, through the Chair, and has the following direct reports:

- Policy Manager
- Finance Manager
- Communications Coordinator
- Office and Systems Administrator

## LOCATION AND TRAVEL

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The position is based at the Volunteering Australia office at Level 2, 202 City Walk, Canberra ACT. Travel throughout Australia will be required from time to time to attend various meetings and events.

## HOURS OF WORK

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This is a Full Time position. Due to the nature of the role, evening and weekend work may be required to attend after-hours meetings and events.

## SELECTION CRITERIA

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the CEO role will require a range of personal and professional skills, including:

- Tertiary qualifications and/or significant demonstrated experience in a senior management position;
- Proven advocacy skills at a senior level; significant experience in stakeholder engagement and relationship building;
- Strong business acumen with excellent management skills, particularly in relation to:
  - people and stakeholder management;
  - financial management;
  - business and policy development;
  - strategic and business planning;
  - corporate governance.
- An appreciation of the Public, Private and Not for Profit sector environments with experience in a federated association/peak organisation highly regarded;
- Excellent written and oral communication skills;
- Proven collaboration, negotiation, liaison, interpersonal and networking skills;
- Is a team player with a commitment to results, being proactive, innovative and action oriented;
- Anticipates and solves problems whilst recognising and leveraging opportunities;
- Models behaviour, develops people and builds teams in line with the values of Volunteering Australia.

## REMUNERATION GUIDE

Volunteering Australia is a registered charity and is therefore able to access generous salary packaging and tax concessions available for salaried staff. A remuneration package of up to \$150,000 pa inclusive of superannuation will be available to the successful candidate, negotiable depending upon skill level and experience. At the time of applying, candidates are invited to indicate their current salary and salary expectations.

## WEBSITE AND SOCIAL MEDIA

For more information and news items on all facets of activities, services and programs, visit:

Volunteering Australia website: [volunteeringaustralia.org](http://volunteeringaustralia.org)

Facebook: [facebook.com/VolunteeringAus](https://facebook.com/VolunteeringAus)

Instagram: [instagram.com/volunteeringaustralia](https://instagram.com/volunteeringaustralia)

Twitter: [twitter.com/VolunteeringAus](https://twitter.com/VolunteeringAus)

## RESIDENCY AND IMMIGRATION

Candidates must be an Australian Citizen / Permanent Resident or have unlimited working rights within Australia to be considered for this position.

## TIMELINES

Final interviews and the appointment of the Chief Executive Officer, Volunteering Australia are scheduled for early August, 2020.

The successful candidate will commence duties as soon as possible following appointment, mindful of notice periods and general availability.

## PLEASE APPLY NOW TO AVOID MISSING OUT!

Please note People Recruitment will commence screening and interviewing for this role immediately.

**If you are intending to apply, please do so now.**

**Applications Close:** 5pm Monday 13 July, 2020

Preferred Application Format: Candidates must complete and submit the **COMPULSORY People Recruitment Application Form** at the time of applying.

The Application Form is available as a download at the People Recruitment website listing for this role and contains questions against which we require your specific response prior to considering your application.

People Recruitment prefers a 2 page letter of introduction and an accompanying CV of no more than 6 pages, merged into the Application Form as one MS Word file.

## APPLY TO

Your application should be sent electronically via the “apply to” link at the job advertisement via [peoplerecruitment.com.au/jobs](http://peoplerecruitment.com.au/jobs)

## ENQUIRIES

The Chief Executive Officer, Volunteering Australia recruitment assignment is being managed exclusively by **People Recruitment**.

In the first instance general enquiries should be directed to Karen Good on FREECALL AU 1800 634 388 or +61 2 9555 5000 or via [jobs@peoplerecruitmentgroup.com](mailto:jobs@peoplerecruitmentgroup.com).

*People Recruitment is a generalist division of People Recruitment Group.*