

**POSITION DESCRIPTION**

**Position:** **CHIEF EXECUTIVE OFFICER**

**Reporting to:** The Executive Committee

**Appointed By**: Executive Committee

**Date:** February 2021



**Girl Guides Victoria**

Girl Guides Victoria (GGV) is part of a world-wide membership movement of more than ten million Girl Guides and Girl Scouts operating in over 150 countries.

Our progressive, secular and volunteer-led organisation supports girls and young women to develop their leadership identities and practice through values-driven, girl-led and dynamic leadership programs. We are powered by a passionate volunteer force of over 1000 volunteers across Victoria, and logistically supported by a staff team of circa 15.

To learn more about what we do, visit: <https://www.guidesvic.org.au/be-a-guide/what-do-girl-guides-do/>

**Primary Purpose of the position of Chief Executive Officer**

The Chief Executive Officer (CEO) is responsible for developing and achieving GGVs strategic plan in conjunction with the Executive Committee, building the profile of GGV through new partnerships and business development opportunities, and managing all day-to-day operations including financial management, compliance and strategic communications. The CEO will lead the GGV Joyce Price Centre (JPC) team (staff team) and in doing so will work in partnership with the State Commissioner and volunteer team to facilitate the Australian Guide Program (AGP) throughout Victoria.

GGV is embarking on a significant period of transformation and the CEO, while working collaboratively across the organisation, will be responsible for co-leading various strategic projects, championing change management activities and building a positive and effective workplace culture for all.

**Position Scope**

The CEO leads the JPC Team (this is a small team). The position will operate within a tripartite leadership structure with the CEO, Governance Chair and State Commissioner leading defined key areas of the business. These positions will work collaboratively to champion and implement upcoming strategic projects.

The CEO is required to be responsive to the collective needs of a complex network of volunteers and committees and this support is facilitated through a collaborative working relationship with the State Commissioner.

The CEO is a key partner of the Executive Committee (Board) and Sub-Committees and works cooperatively with the members of these Committees to provide consistent, high-quality advice and support.

**Key Responsibilities**

1. **Strategic Direction and Implementation**
	1. Lead the development, implementation and measurement of GGV’s strategic and operational plans.
	2. Develop and implement a reporting framework to measure performance against GGV’s strategic and operational plans and report regularly to the Executive Committee.
	3. Lead key strategic projects and champion change management activities across the organisation.
	4. Work with other State-Based Girl Guide organisations (SGGOs), and the federation lead (Girl Guides Australia) to build a strong and sustainable Girl Guide movement in Australia.
	5. Explore and develop opportunities for digital transformation.

1. **Good Governance**
	1. Provide high-quality, timely and comprehensive information to the Executive Committee to support their decision-making capacity.
	2. Ensure effective preparation for all governance meetings (including working with the Chair to develop agendas, papers, minutes).
	3. Ensure all policy decisions of the Executive Committee are implemented in a timely and effective manner.
	4. Ensure the organisation meets all regulatory and compliance obligations.
	5. Promote an understanding of the difference between GGV governance and management roles and responsibilities and the contribution each makes to organisational effectiveness.
	6. Ensure high-level compliance and a continuous improvement approach to GGV’s child safe framework.
2. **Financial Management and Commercial Acumen**
	1. Ensure a high standard of management of GGV’s financial and physical resources including its commercial activities, investments and assets.
	2. Effectively manage the annual operating and capital budgets, and in doing so, develop appropriate financial strategies to ensure adherence to budgets and manage the organisation’s day-to-day financial management practices.
	3. Work collaboratively with the Finance, Audit and Risk Committee to further develop the financial reporting framework and ensure regular reporting to the Executive Committee.
	4. Oversee and guide the development of a GGV property register and strategy.
	5. Further develop GGVs risk management framework and reporting systems, including working with the Executive Committee to develop a renewed risk appetite statement.
	6. Contribute to the financial sustainability of GGV by identifying new business development opportunities, developing partnerships and securing financial support from a variety of external sources.
3. **Empowering People and Developing Culture**
	1. Work to develop and promote a positive, respectful and high-performing workplace culture among staff and volunteer teams.
	2. Identify organisational development opportunities to build the capacity of staff teams and position GGV as an employer of choice.
	3. Ensure the fair and effective management of GGV staff including:
	* Recruitment, selection and retention.
	* Remuneration and conditions, in accordance with legal requirements and GGV policies.
	* Proactive support and supervision, including monitoring performance against position descriptions and annual work plans.
	* Supporting development needs, as well as career progression.
	* Workplace health and safety.

**5.0 Program and Volunteer Support**

5.1 Provide leadership to ensure seamless collaboration between the staff workforce and the volunteer workforce, to ensure everyone is supported in their roles.

5.2 Develop and oversee IT systems designed to ensure the delivery of the Guide Program.

5.3 Support and enhance GGV’s use of strategic communications including exploring new multimedia platforms, social media growth and member engagement tools.

5.4 Liaise with National office bearers and staff and other State Girl Guide Associations

5.5 Model and promote a leadership mindset based on the WAGGS leadership model – being reflective, collaborative, worldly, creative, critical and responsible, while centring a commitment to gender equality:
https://duz92c7qaoni3.cloudfront.net/documents/EN\_Leadership\_Framework\_Final.pdf

**6. Stakeholder Engagement and Partnership Development**

6.1 Work to strengthen GGVs position and reputation across the Victorian not-for-profit sector.

6.2 Proactively develop new relationships and partnerships with organisations across the NFP, government, corporate and philanthropic sectors.

6.3 Proactively seek opportunities (e.g., media) to position GGV as a leading voice on leadership, rights and education for young women and girls.

6.4 Work with Girl Guides Australia (in accordance with the Memorandum of Understanding) to facilitate achievement of the mission, aims and objectives of Girl Guides in Australia (**GGiA**).

6.5 Continue to strengthen collaborative and respectful working relationships with SGGOs and participate in all relevant leader forums and meetings.

6.6 Represent GGV at relevant meetings, events and conferences.

**7. Organisational Sustainability**

7.1 Identify and pursue new external funding opportunities including government contracts, philanthropic grants, corporate partnerships etc.

7.2 Identify and explore new internal business development opportunities – e.g., expanding GGV program delivery into a fee-for-service model.

7.3 Further develop alternate revenue streams including fundraising programs, grants etc.

7.4 Work collaboratively with the State Commissioner to ensure the development and delivery of a consistent and highly regarded customer experience offering to GGV’s members.

7.5 Work collaboratively with the State Commissioner to ensure effective delivery of a positive volunteer engagement strategy, to ensure high retention and engagement of our adult volunteer force.

7.6 Work to ensure the successful implementation of strategic initiatives including Project Umbrella initiatives.

**Key Selection Criteria**

**Essential**

1. Relevant tertiary qualifications and extensive experience in a relevant field.
2. Demonstrated success in a previous CEO or senior leadership role.
3. Demonstrated success in the development, implementation and reporting of organisational strategic and business plans.
4. Excellent financial literacy and extensive experience in budget management, implementing financial reporting frameworks and managing investment and property portfolios.
5. High-level strategic acumen and change management skills and demonstrable experience implementing various strategic projects and initiatives.
6. Extensive experience in leading diverse staff teams and creating positive and effective workplace cultures. Prior experience leading hybrid staff and volunteer workforces and ensuring harmony and collaboration will be highly regarded.
7. Experience in program development, management and delivery while managing multiple stakeholders.
8. Exceptional interpersonal and communication skills including the ability to successfully develop relationships with a diverse range of internal and external stakeholders.
9. Demonstrable experience diversifying and building revenue streams including experience in grant acquisition, corporate and philanthropic partnership development and fundraising.
10. A strong understanding of the not-for-profit sector, and experience working with volunteer Boards. Experience in youth, gender equality and/or membership organisations will be highly regarded.
11. The ability to work flexibly in hours and locations. (As a volunteer-driven organisation, this role requires evening and weekend work, as well as travel to regional Victoria and annual interstate trips).

**Desirable**

1. Sound knowledge of child safe policies, practices and implementation.
2. Significant experience working with young women and confident speaking publicly on issues of youth empowerment, leadership and gender equality.

**Remuneration and Conditions**

* 3-year fixed term contract with 6-month probation period
* Extensions at the discretion of the Executive Committee
* Salary to be commensurate with experience and skills
* Girl Guides Victoria greatly values diversity in thought leadership and lived experience and encourages applications from a diverse range of candidates. Please get in touch if you would like to have a conversation about how your skills, experience or background could suit the role.

**Application Instructions**

* Please send a CV and cover letter, addressing the key selection criteria, to Board Member and Recruitment Lead, sarah.hill@guidesvic.org.au by 11pm on 14 March 2021.
* Shortlisted candidates will be invited to attend an initial interview week commencing 22 March 2021