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| <b>Position:</b>         | Chief Executive Officer (CEO)                |
| <b>Reports To:</b>       | Fitzroy Learning Network Board               |
| <b>No of Staff:</b>      | 15 including full time, part time and casual |
| <b>Budget:</b>           | \$1,000,000                                  |
| <b>No of Volunteers:</b> | 60 plus                                      |
| <b>Date Approved:</b>    | 24 April 2018                                |

### **About Fitzroy learning Network**

Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation. Since the mid-1980's FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees and asylum seekers and young people.

Put simply, we open doors to our community and build bridges between our community's diverse range of cultures. We welcome new members to our community and provide a safe space where they can develop or acquire new skills, tap into and exercise their creativity and create new connections. We provide opportunities for people to support and celebrate their own culture and engage with the variety of cultures that make up our multicultural community.

We take a 'strengths-based' approach to our work. That is, we understand that by identifying and working from the foundation of skills and knowledge a person already has they can strengthen that foundation as well as acquire new knowledge and skills and develop new aspirations. This approach also recognises and draws on the strengths of our local community to help us to plan, and create pathways to obtain further education, employment, wellbeing, health and social participation.

Our programs are funded by federal, state and local government, the City of Yarra, philanthropic trusts, individual donations and through community fundraising. In addition, FLN receives strong support from volunteers (including corporate volunteers), many of whom live in inner Melbourne. These volunteers not only assist in running programs but also provide important connections to the local community.

Over the past 30 years, our local community has seen rapid change. Fitzroy and its surrounding areas comprise Melbourne's diverse inner city within the City of Yarra, an area where 1 in 5 are from non-English speaking backgrounds and cultures. There are great disparities of wealth, advantage and disadvantage. There is a long and rich history stretching back many thousands of years. And just as the 'spirit of Fitzroy' extends way beyond its boundaries so does the FLN community of students, dedicated staff, volunteers, supporters, funders and donors. And while many services and supporters of disadvantaged community members are leaving the inner city, FLN continues to be a place where bridges are created between different cultures, different socio economic groups, different age groups and different communities

Our **Strategic Plan** sets out our priorities over the next three years for delivering our vision. These are to: make Fitzroy Learning Network strong and sustainable, so that we can: improve our facilities, infrastructure and systems and; continue to provide high-quality, integrated programs and services that respond to community need.

### **Vision, Purpose and Values**

#### **Vision**

Our vision is of a strong, fair inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.

## Our Values

- **Leadership**  
We are leaders in our community. We support and defend human rights. We work to reduce racism and discrimination. We advocate on behalf of and support our community to shape policies, laws and services.
- **Integrity**  
We are committed to acting with honesty, openness and goodwill. We work transparently meaning what we say and saying what we mean.
- **Respect**  
We acknowledge that members of our community hold diverse perspectives and beliefs. We respect that diversity as a fundamental part of what makes Fitzroy and FLN special.
- **Collaboration**  
We are committed to working as a team, sharing knowledge and understanding, and supporting each other, whatever our roles. We recognise that partnerships are the best way to reach our objectives.
- **Belonging**  
We are open and welcoming. Fitzroy Learning Network is a safe space, where people feel they belong.

## Position Purpose

The CEO reports directly to the Board and has primary responsibility for the leadership and management of the organisation and is responsible for high quality program development, delivery, reporting and compliance. Working closely with the Board, the CEO, ensures the organisation is effective, healthy and sustainable and has a high profile in the local Fitzroy community, with sector organisations working in related areas, and with funders, donors and other supporters.

## Responsibilities and Key Result Areas

| Responsibilities  | Key Results Areas   |
|---|---|
| <p><b>Operations</b><br/>Finance<br/>Human Resources<br/>ICT<br/>Policies and Procedures<br/>Administration</p> | <ul style="list-style-type: none"> <li>▪ Provide confident and caring leadership and direction to all staff, volunteers and students to ensure the delivery of efficient, high quality and responsive services to meet the needs of the community and that all staff and volunteers commit to and perform in a way that is consistent with our values.</li> <li>▪ Lead and direct the management of the operations of the organisation, ensuring the effective integration of services and programs and the best use of organisational resources and assets.</li> <li>▪ Oversee the sound financial management of the organisation and ensure that all financial reporting obligations are met and that financial viability is sustained.</li> <li>▪ In collaboration with the Board of Management develop, implement, monitor and review a clear and effective financial strategy that supports and facilitates the achievement of the organisation’s plans and strategic directions.</li> <li>▪ Ensure FLN’s compliance with all service agreements, memorandums of understanding and contracts.</li> <li>▪ Oversee the development and implementation organisational systems, policies and procedures (including health, safety and risk management) that are effective, transparent and meet/exceed compliance requirements.</li> <li>▪ Develop and manage an appropriate organisational structure.</li> <li>▪ Ensure opportunities for relevant professional development.</li> </ul> |
| <p><b>Programs</b></p>  | <ul style="list-style-type: none"> <li>▪ Oversee the effective development, delivery, development and evaluation of programs and services to ensure high quality and that they meet community need.</li> </ul>  |

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| <p><b>Planning and Reporting</b></p>   | <p>Maintain effective communication with the Board of Management including in relation to (a) the provision of timely and relevant information to the Board to support for well-informed decision making (b) the development and implementation of the strategic plan, and annual operational plans, and (c) the reporting framework to communicate progress against strategic, annual and workplans.</p> <ul style="list-style-type: none"> <li>▪ Ensure staff have annual work plans and are provided with ongoing feedback.</li> <li>▪ Manage and report against a compliance requirements/register.</li> <li>▪ Ensure plans are informed by community need and opportunity.</li> </ul><br><ul style="list-style-type: none"> <li>▪ Implement a project management approach to ensure key areas of work are successfully completed.</li> <li>▪ Produce ad hoc plans and reports as required by the board.</li> </ul> |
| <p><b>Communications and Engagement</b><br/>Internal Communications<br/><br/>Community Engagement<br/>Advocacy</p> | <ul style="list-style-type: none"> <li>▪ Lead a culture that actively supports FLN’s vision, purpose and values.</li> <li>▪ Ensure plans, priorities and projects are well communicated throughout the organisation.</li> <li>▪ Ensure communication takes into consideration cultural differences and any other specific requirements.</li> <li>▪ Build on FLN’s deep connections with the Fitzroy community to understand community needs and develop and maintain productive partnerships and relationships with community, government and agency stakeholders designed to further the work of FLN.</li> <li>▪ Ensure strong and loyal relationships with funders and donors.</li> <li>▪ Undertake effective and strategic advocacy through all forms of media and in public forums to support and achieve the core work and strategic directions of the organisation.</li> </ul>                                    |
| <p><b>Resource Development</b></p>   | <ul style="list-style-type: none"> <li>▪ Contribute to/lead to the securing of a wide range of resources for the organisation, including building on funding, fundraising, volunteering and pro bono supports.</li> </ul>   |

**The ideal candidate**

To be considered for this role you will have understanding of the community and not-for-profit sectors and have experience delivering effective services and programs in a highly regulated environment. You will be a values-driven, innovative and solution focused leader with excellent people management skills and an ability to engage and develop positive relationships with a diverse range of stakeholders including staff, volunteers and external organisations. Your outstanding communication skills will be vital in articulating a clear vision that inspires others.

**Key Selection Criteria**

The ideal candidate will possess the following expertise, experience and skills:

1. Substantial experience in a senior leadership role of a community-based organisation with a diverse portfolio of services and programs
2. Demonstrated experience in project management, including planning, delivery and reporting.
3. Demonstrated management experience delivering effective services and programs in a highly regulated (compliance) environment
4. Demonstrated ability to be innovative and to lead and manage change

5. Excellent financial management skills with extensive experience in preparation and management (and reporting/monitoring) of budgets, funding submissions and compliance requirements of funders
6. Demonstrated understanding of culturally appropriate engagement and high levels of cross-cultural competence and an understanding of issues facing refugees, asylum seekers and new migrants
7. A commitment to social justice principles
8. Highly developed written and oral communication skills including the ability to liaise with politicians, government departments and community members and be a spokesperson for FLN, including in the media
9. Experience of securing resources from a variety of sources including government, philanthropic trusts, corporates and businesses, major donors and fundraising events.

**Desirable**

- **Experience in delivering adult education programs** (preferably to disadvantaged groups).
- A post-graduate qualification in a relevant discipline.

**Conditions of employment**

- Attractive basic salary of \$90K, plus 9.5% superannuation and leave loading. Generous salary sacrifice arrangements, if taken up, significantly increase the net value of the remuneration received.
- The position is permanent full-time (38 hours a week).
- A six-month probationary period applies.
- Attendance at out-of-hours meetings is required.
- An offer will be subject to successful Working with Children and Police Checks.

**How to apply for this job**

Applications are encouraged from appropriately experienced individuals inspired by the work and values of Fitzroy Learning Network.

All applicants are asked to address the Key Selection Criteria in the position description. Applicants who do not address all the selection criteria will not be offered an interview.

Your application should include:-

- A covering letter, no longer than one page;
- A document which addresses the key selection criteria; and
- A resume which includes your contact details, education, previous work experience.

For more details contact Claire Woods on 0418 920 369

Completed applications should be emailed to: mcwoods54@gmail.com **by 6pm, Friday 25th May 2018.**