



Position Description

Chief Executive Officer

Role

Primary Ethics (PE) is an independent not-for-profit organisation, with The Ethics Centre being the sole constitutional member of the Company. PE's mission is to support children to develop skills in ethical reasoning, critical thinking and respectful discussion by enabling community volunteers to deliver ethics lessons in public primary schools. Currently PE provides ethics classes in over 400 NSW government schools through a large volunteer workforce of over 2,000 teachers and coordinators. These volunteers are supported by 15 FTE paid staff.

The Chief Executive Officer (CEO) has overall responsibility for leading and managing Primary Ethics within Board-approved plans, budgets, policies and procedures, while complying with all regulatory, legal, tax and Department of Education requirements. The organisation's principal goal is to provide an option of ethics classes for all K-6 children in NSW primary schools and in NSW high schools for years 7 and 8. The CEO reports operationally to the Chairman but is ultimately responsible to the Board of Directors.

Key Responsibilities

1. Organisational Culture
 - PE depends on a large volunteer workforce with each school where we operate akin to a decentralised mini organisation headed by the local coordinator. Engaging with, listening to, and learning from our volunteers must be a key element of our culture.
 - Creation of a performance culture where success is child focussed on the vision of providing the opportunity for ethics lessons for all children whose parent/guardian approves. We measure our progress and establish individual KPIs for our paid staff in accordance with the management developed, and Board approved, strategic plans.
 - Creation of a culture of continuous learning and improvement through both our paid staff and volunteers.
 - Ensure our values (quality, secular, fair, supportive, inclusive, independent, non-judgemental) guide all our operations.
2. Planning
 - Development and submission to the Board of an annual 3-year strategic plan and financial budget incorporating key elements of operational plans with milestones and timelines.
 - Evaluation and reporting of progress on meeting these plans and the budget.
3. Operations
 - Lead and guide the staff in defining and implementing their respective roles that together combine to help communities provide ethics classes in NSW public primary schools and high schools through a volunteer workforce of ethics teachers, school coordinators, regional managers, classroom support teams and paid trainers.
 - Support volunteer attraction and recruitment through communications and marketing to the wider community and stakeholders.
 - Ensure that the necessary employed resources exist to fulfil the organisation's core operational responsibilities.
4. Finance and Administration
 - Manage PE within Board-approved budgets year-on-year.

POSITION DESCRIPTION

Chief Executive Officer

- Ensure the administration of money movement (including donations, other investment and fundraising income, expenses, payroll, banking etc) complies with laws and is transparent and secure, with appropriate controls.
- Ensure appropriate policies, procedures, practices and controls are documented and implemented across all key activities of PE including, but not limited to, finance, fundraising, delegations, HR, recruitment, volunteering, and training.
- Ensure that all financial and other statutory obligations are submitted on a timely basis to the Board Audit Committee for approval. Liaise closely with the Chair of the Audit Committee on all matters concerning risk management and compliance.

5. Funding and Donations

- PE depends on donations and grants to fund its operations. No fees are charged for ethics classes. Assume prime responsibility for working with the Board endorsed Engagement Committee in developing an on-going annual fundraising strategy. The Engagement Committee oversees the development and implementation of all fundraising activities. The chair of the Engagement Committee is a Board director.
- Assume primary responsibility for maintaining key donor and grant relationships in collaboration with the Chair of the Engagement Committee.

6. Capital Fund

- PE has a goal of achieving a \$20million capital fund to ensure the future financial viability of the organisation. Over 90% of this target has been achieved. The investment strategy for the capital fund is determined by the Board's Investment Committee. Assume responsibility for implementation of the investment strategy. Report investment activities and performance to each meeting of the Investment Committee.
- Manage annual PE expenditure to ensure, if possible, the continued growth in the capital fund to its \$20million target. At a minimum, ensure that any shortfall between annual PE expenditure and annual donations/grants can be met from annual investment income after allowing for the maintenance of the real value of the capital fund.

7. Curriculum and Training

- PE has developed a world class ethics curriculum for classes from kindergarten to Year 8. Ensure that timely curriculum development and review is in place and operating effectively.
- Ensure that all lessons have both Board and Department of Education approval.
- Ensure that PE has effective training programs in place for new teachers and coordinators and for continuous development of existing teachers and coordinators.

8. Human Resources Management

- The endorsement of the HR Committee of the Board, prior to Board approval, is required for all personnel policies including remuneration.
- Regularly review the organisational structure to ensure that PE is capable of fulfilling its on-going objectives in an efficient and effective manner.
- Oversee the implementation of clear recruitment and remuneration policies for staff.
- Ensure appropriate development, training and performance management programs for staff are budgeted for and available.
- Ensure the organisation has effective policies for the attraction, recruitment, vetting, development, training and review of volunteers.
- Provide a safe, supportive and fair working environment for staff and volunteers.

9. Systems and Data management

- Ensure that PE has the systems capability necessary to operate securely, efficiently and effectively. Current systems include Salesforce, Janison, Sharesight, and Xero.
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Chief Executive Officer

10. Board Relationship

- In conjunction with the Chairman ensure appropriate agendas are created and circulated for Board meetings and Board Subcommittee meetings.
- Ensure Board and Committee papers are provided to directors at least 1 week prior to the meeting.
- Keep the Chairman fully informed of material matters between board meetings.

11. Communications

- Drive brand awareness of PE through both the NSW public school parent community and the wider community.
- Ensure that communication with all stakeholders and the wider community promotes the objectives and reflects the brand values of PE.
- Drive volunteering and fundraising through traditional and social media.
- Where appropriate represent or ensure the person appropriate to the circumstances represents the organisation in the media.

12. Governance

- Ensure that PE operates in accordance with its Constitution, the conditions underpinning its approval for Deductible Gift Recipient (tax deductibility) status for donations, Department of Education policies governing Ethics and Scripture classes in NSW public schools, the policies and procedures governing volunteers, and Board approved policies and procedures governing the operations of PE.
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Chief Executive Officer

Skills and Experience

- Track record in leadership with strong people skills and a capacity to motivate and inspire a diverse range of people.
- Excellent written and verbal communication skills, preferably with media management experience.
- Deep knowledge of and strong experience in all aspects of people management, preferably with extensive experience in inspiring and managing volunteers.
- Experienced in organisational management, from strategic planning to operational implementation.
- Experienced in governance responsibilities.
- Familiar with IT systems and in managing in IT dependent organisations.
- Demonstrated financial acumen with a history of financial responsibilities.
- Experience at a high managerial level in the not-for-profit or for-profit world would be advantageous.

Competencies

- Strategic thinker
- Relationship builder
- Active listener
- Keen learner
- Effective decision-maker
- Clear communicator
- Change leader
- Inspiring motivator
- Numerate

Personality Traits

- High integrity
 - Adaptable/Agile
 - Enterprising and curious
 - Perseverant/Patient
 - Interpersonal sensitivity
 - Passionate about the mission
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