

Families Australia

Chief Executive Officer – Position Description

Capacity	Full time
Contract duration	5 Years
Location	Canberra, ACT
Reports to	Board of Families Australia
Direct report	4

About Families Australia

Families Australia is an independent national, peak, not-for-profit member-based organisation that advises the Commonwealth Government on family policy issues, especially on ways to increase the engagement of families who experience vulnerability.

Our vision is that Australian families, in all their diversity, enjoy the greatest possible wellbeing. To achieve this, we foster a national public policy environment in which family-related issues prosper.

We aim to inform and influence family policy at the highest government levels, work closely with members in developing policy, strongly advocate for the diversity and value of families, and support Aboriginal and Torres Strait Islander peoples and organisations.

For the past two decades, Families Australia has played a key leadership role in advocating for, and helping to design and support, the National Framework for Protecting Australia's Children 2009-2020. To support the National Framework, Families Australia established and convenes the National Coalition for Protecting Australia's Children, a 250-member grouping of leading Australian NGOs and researchers. The Chief Executive Officer is the Convenor of the National Coalition.

We also manage National Families Week – Australia's annual community-level celebration of the vital role that families play in our society.

More information about Families Australia's work is available at www.familiesaustralia.org.au

Role Purpose

The Chief Executive Officer is an inspirational, influential leader responsible for the design and delivery of the vision, strategy and programs of Families Australia. This includes managing key and critical relationships with all sides of Government, new and existing members and other key stakeholders. The CEO is responsible for careful but creative growth underpinned by solid governance, leadership, financial and operational capabilities. Key duties and responsibilities include, but are not limited to the following:

Primary responsibilities

Strategic Leadership

- Work with the Board to develop the organisation's overarching strategy, while remaining aligned to the organisation's purpose and vision
- Plan and build strategic relationships and partnerships with government funders, businesses, peer groups, service delivery organisations and other relevant stakeholders
- Develop strategic financial and investment plans and budgets to support the organisation's desire for sustainability and growth
- Lead new business development opportunities to grow and diversify Families Australia's revenue.

Communications and Stakeholder Relationships

- Ensure the member model is robust, balancing value and connectivity to members with value and information to Families Australia.
- Serve as the primary spokesperson and representative for the organisation
- Play a key role in enhancing communication and networking in the family policy field
- Ensure that the organisation and its mission, projects, programs and services are consistently presented in a strong, positive way to all relevant stakeholders
- Act as a liaison between the organisation and the member base, government and other stakeholders, and build relationships with relevant peer organisations
- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards shared goals.
- Oversee the development and delivery of all communications, marketing and publicity materials

Advocacy

- Lead Families Australia's advocacy activities including maintaining and developing relationships with relevant Government departments, parliamentarians and other significant decision-makers
- Promote Families Australia's policy positions through media, promotional and liaison opportunities

- Assist the Chair and other Board Members to represent Families Australia to the membership, the general community and the Australian Government (including Ministers and departments) at conferences, seminars and in the media.
- Liaise with relevant bodies to present Families Australia's policy to funding bodies, unions, business representatives, other non-government organisations and the broader community.

Policy Development

- Develop public policy positions relevant to families, children and young people and the family support services field for consideration by the Board
- Work collaboratively with other national bodies and stakeholders in areas relevant to family policy and family support services
- Develop effective consultation processes to engage families, members and other stakeholders, to enable the development of sound public policy that improves outcomes for families, children and young people
- Participate in relevant forums and advisory processes.

Team Leadership

- Lead and develop the culture of the organisation to ensure high performance of a cohesive team that is innovative and accountable
- Provide leadership to the team and manage the people and resources of the organisation, including hiring, managing and developing team members
- Set KPIs and performance reviews for the team in accordance with strategic priorities
- Develop and maintain people and culture policies and procedures that fully conform to current laws and regulations.

Financial Management

- Develop and maintain effective budgets, cash flows and management systems
- Ensure responsibility of the P&L, balance sheet and achievement of financial objectives set out in the business strategy and plans.
- Ensure periodic review of policy frameworks including delegations, asset management, auditing, and other revenue sources
- Establish organisational growth targets.
- Ensure the appropriate management of all financial, tax, compliance and risk requirements across the organisation
- Manage all requirements relating to compliance with the Australian Charities and Not for Profit Commission (ACNC)

Governance

- Ensure the effective servicing of the Board and subcommittees, including planning of meetings, preparation of agendas, financial reports and discussion/position papers
- Manage Families Australia in accordance with agreed objectives and policies
- Build the organisation with appropriate regard to corporate, structural and governance standards.

Key Stakeholders

- Board of Directors
- Board Sub Committees
- Families Australia Members
- National Forum members
- Government Bodies and Regulators
- Government and NGO organisations operating in the family and children's services sector
- Auditors
- Parliamentary Ministers and representatives

Skills, Knowledge and Expertise

- An understanding of the Australian for-purpose sector
- Experience in running a peak body, membership organisation, or for-purpose organisation
Proven experience and understanding of for-purpose income generation, including funding from Government, philanthropy and commercial sources
- Understanding or experience of Government and policy development, with an expertise in family policy and the child and family sector in Australia
- Strong interpersonal skills with the ability to build and lead a small team and work with Family Australia's stakeholders
- Significant track record of achievement in building operational management, including finance, budgeting, compliance, people and IT systems
- High level of emotional intelligence and interpersonal communication skills, with particular sensitivity to cultural diversity, especially in relation to Aboriginal and Torres Strait Islander communities
- Proven track record in management of complex stakeholder relationships
- Demonstrated experience in making formal and informal presentations to government, industry professionals and other stakeholders
- Demonstrated understanding of good governance practice and ability to work effectively with a Board
- Relevant formal qualifications
- Families Australia staff are required to hold a Working with Children Check and undergo a National Police Clearance in compliance with ACT government child safety requirements. The National Police Clearance must be renewed every 3 years and the WWCC must be renewed as required

Personal Attributes

- A genuine commitment and passion for improving the lives of Australian families
- An experienced leader who displays financial and business acumen – able to balance the human side of Families Australia's work with the need to manage resources and finances to deliver on strategic goals
- A self-starter who is results driven
- Decisive with sound judgement
- Accountable and able to take responsibility
- Strong stakeholder and relationship building skills