

Position Description

Chief Executive Officer - Jawun

Reports to:	Jawun Board
Location:	Sydney preferably (to be discussed)
Capacity:	Full time
Website:	www.jawun.org.au

Business Overview

Jawun champions indigenous empowerment led by indigenous people for indigenous people. Working with indigenous leaders, organisations and communities, Jawun facilitates long term partnerships between corporates, government and indigenous Australia. The vision and aspiration for lasting, material and measurable change is led by indigenous partners with corporate and government partners providing skills and knowledge to assist place based capacity building. .

Since its inception 20 years ago, Jawun has facilitated more than 3,500 corporate and government employees from the banking, management consulting, resources, insurance and public sectors live and work in Indigenous communities in 11 regions across the country, transferring skills and knowledge to accelerate community initiatives and enterprises. Together this represents 17,000 weeks of work.

Jawun also initiates leadership development through its Emerging Leaders' Program for young indigenous leaders, a reverse secondment program for indigenous leaders in corporates and the Stories of Female Leadership, a network of over 200 women.

In addition, Jawun helps drive important Indigenous-led reforms across areas including education, housing, money management, employment and welfare. One of Jawun's most significant contributions has been the support of the Empowered Communities movement, which exists to close the gap on disadvantage and rebalance the relationship between Indigenous communities and government.

Over 20 years, Jawun has evolved from facilitating secondments and Executive visits in Cape York to brokering support for regional and national policy reform. Jawun's future will see the consolidation, evolution and innovation of the partnership model and its positive influence on indigenous empowerment and the reconciliation between indigenous and non-indigenous Australians.

Role Purpose

The CEO is responsible for determining the strategic direction of the organisation, carefully balancing Jawun's impact agenda with the ability to deliver operational excellence and maintain commercial strength.

Primary responsibilities

Strategic leadership

- Work with the Board to develop a high-quality strategic plan (with short and long term goals) and be responsible for its effective implementation to enable Jawun to continue to be a place where corporate, government and philanthropic organisations come together with indigenous people to affect lasting, material and measurable change.
- Develop robust financial and commercial plans, and budgets to support the strategic plan ensuring financial strength and growth.
- Develop and maintain a solid theory of change and case for support that will underpin the overarching strategy.
- Provide inspirational leadership to all stakeholders including staff, the Board, Indigenous partners, corporate and philanthropic partners, governments and the community more broadly.
- Carefully consider opportunities for Jawun to grow its operations, influence, reach and impact.

People leadership

- Provide clear leadership and direction and act as a source of inspiration and motivation to the team, Board and stakeholders more broadly.
- Commit to hiring, developing and engaging the best people to work in and with Jawun.
- Develop a beneficiary-centric culture to protect Jawun's main priority as the needs of the individuals and communities for whom Jawun exists to serve.
- Develop a culture of accountability and responsibility through a process of performance measures, continuous performance objectives and development review of employees, management systems and processes.
- Jawun complies with HR legislative requirements.

Stakeholder engagement

- Maintain excellent relationships with Indigenous communities and leaders, new and existing corporate partners, philanthropic partners and relevant local, state and federal government representatives.
- Contribute to high level advocacy supporting Indigenous empowerment and advancement in support of the role Jawun plays in the national agenda conversation.
- Be responsible for the appropriate and professional presentation of Jawun's mission, impact and programs to convey a strong positive message to the organisation's stakeholders.
- Continue to build and engage the community of stakeholders as they invest their time, expertise, influence and money in helping to achieve the mission.

- Continue to build the stakeholder base that supports the work of the organisation, seeking greater collaboration and engagement towards collective impact, particularly with individuals and organisations operating in the Indigenous sector.
- Continuously monitor client and partner expectations to deliver relevant and valuable services.

Program, product and service delivery

- Be responsible for the delivery of both high quality and high value programs for Indigenous individuals, organisations and communities, including (but not limited to) the core Secondment Program, the Emerging Leaders program, the Indigenous Corporate Leadership program, and Stories of Female Leadership network.
- Be responsible for the organisation's systems, processes and use of technology to enable the effective and efficient delivery of its operations and strategy.
- Oversee all functions within the organisation (including HR, IT, Finance, Marketing etc) to achieve operational excellence.
- Effectively manage operational and reputational risk to safeguard Jawun in the fulfilment of its regulatory, statutory and legal obligations.
- Manage the overall performance of Jawun and monitor performance against objectives.

Working with the Board

- Work with, engage and leverage the Board to in support of the mission and strategy of Jawun and provide an interface between Board and Executive.
- Work with the Board to develop a culture of excellence supported by good governance and robust debate.
- Report on the progress of the organisation on all matters relevant to the delivery of responsibilities at Board meetings, including updates on general operations, presentation of management and financial accounts and exceptions, and opportunities, trends etc.
- Support the administrative requirements of the Board including the timely preparation of structured agendas, briefing papers, reports, and recommendations for the Board meetings.

Financial management

- Develop and maintain effective budgets and cash flows and management systems.
- Take responsibility of the P&L, balance sheet and achievement of financial objectives set out in the business strategy and plans.
- Periodically review policy frameworks, including delegations, asset management, auditing, and bequests and donations.
- Develop engaging relationships with existing and potential funders to convert to short, medium and long term funding opportunities.
- Establish organisational growth targets.

- Be responsible for the appropriate management of all financial, tax, compliance and risk requirements across the organisation and Jawun locations.
- Manage all requirements relating to compliance with the Australian Charities & Not for Profit Commission (ACNC) and the Australian Securities and Investment Committee (ASIC).

Marketing / Communications

- Oversee the development and maintenance of a clear and relevant marketing/communications plan to ensure clear and consistent messaging.
- Be responsible for the relevance and clarity of all marketing/communications materials, so that they are relevant, engaging and clearly articulate the mission and service offering of Jawun to a broad audience.

Skills, knowledge and expertise

- Credibility within Australia's Indigenous, corporate, philanthropic and/or government networks at the highest level.
- An understanding of the environments and relationships between governments and indigenous communities and organizations at the local, regional and national levels and how this will influence Jawun's strategy
- Experience in developing and delivering visionary strategic plans.
- Significant and broad management experience.
- Strong financial/commercial acumen.
- Experience in leading an organisation across cross functional areas including marketing, operations, IT and finance.
- Analytical and problem solving capability.
- Excellent written and verbal communication skills.
- An understanding of the Australian for-purpose sector..
- Proven experience and understanding of for-purpose income generation (philanthropy, grants, corporate partnerships).
- High level of emotional intelligence and interpersonal communication skills.
- Proven track record in management of complex stakeholder relationships.
- Demonstrated experience in making formal and informal presentations to business professionals, philanthropists and other stakeholders.
- Demonstrated understanding of good governance practice and ability to work effectively with a Board.

Personal Attributes

- A genuine commitment and passion for Indigenous empowerment and advancement.
- An experienced leader who displays financial and business acumen – able to balance the human side of Jawun's work with the need to manage resources and finances to deliver on strategic goals.
- A team player able to leverage team capabilities.
- Decisive and have sound judgement.
- Innovative and forward thinking.
- Accountable and able to take responsibility.
- Has strong stakeholder and relationship building skills.
- Understands what government, philanthropic and corporate funders need to support high impact service delivery and able to influence and successfully work with those stakeholders.