

## Chief Executive Officer

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Company: Youth Coalition of the ACT

Location: Australia

Category: other-general

Are you a leader with a passion for creating a world for, by and with Young People? Do you thrive on strategic leadership and making a meaningful impact to support and improve outcomes for young people and those who support them? If so then this is the job for you. Organisation The Youth Coalition of the ACT is a not-for-profit organisation and is the peak body and leading policy advocate on youth affairs in the Australian Capital Territory. The Youth Coalition's vision is for an ACT community that values and provides opportunity, participation, justice, and equity for all young people. The Youth Coalition undertakes policy development, sector development, research and evaluation, advocacy, and representation activities to improve outcomes for young people and their families. They are responsible for representing and promoting the rights, interests, and well-being of the estimated 78,000 young Canberrans aged 12-25 years and those who support them. For further information on the organisation, please visit

Position The Youth Co is seeking its next Chief Executive Officer to lead the organisation into the future. As the driving force behind its strategic vision, the Chief Executive Officer will manage the overall operations of the Youth Coalition, providing inspirational leadership, and working closely with the Board of Directors and the dedicated and high-performing staff team.

The successful applicant will have likely had CEO experience or substantial experience at a senior level in strategic leadership and operational management, together with a background delivering transformative change. Key criteria for the role will include excellent relationship-building and influencing skills, to nurture and enhance relationships with current and potential

partners, the community, government departments, government officials and political figures. The Youth Coalition takes an optimistic, solutions-focused and collaborative approach to all its work and advocacy; seeking to work in partnership with community and government to achieve change.

This is a unique opportunity for a well-rounded, dynamic, engaging individual to lead a diverse, innovative, values-driven organisation that is proudly transforming lives, communities, and futures.

#### Key Responsibilities Leadership:

- Display strong, contemporary, dynamic, visionary, innovative, inclusive & collaborative leadership and advocacy, with the ability to engage effectively with the Board, external stakeholders, and the community, to maintain confidence and trust.
- Role model professional, supportive, inspiring, and respectful behaviour to all internal and external stakeholders.
- Represent the Youth Coalition at external meetings, forums, engagements, and events.
- Unrelenting in your commitment to the organisation's purpose, values, and principles.
- Lead the resource planning, recruitment and management of all staff and volunteers.
- Engage with media, government, community, and other stakeholders to positively showcase the Youth Coalition and advance our vision.

#### Staff Support:

- Coach, mentor, inspire, and support staff and volunteers with a focus on personal development and making the Youth Coalition an employer of choice.
- Promote training and skill development, champion operational efficiencies and a culture of continuous improvement.
- Maintain a positive, safe, and cohesive team environment.
- Motivational and visionary in your approach to achieving the organisation's strategic goals.

#### Finance:

- In partnership with the organisation's Business Manager, oversee the organisation's budget and financial performance, ensuring fiscal responsibility and sustainability.
- Identify and secure funding opportunities and grants to support the organisation's strategic goals, achieve the organisational purpose and meet community needs.
- Ability to generate funding streams for the organisation aligned with organisational values.

#### Service Provision and Community:

- Provide leadership to guide operational effectiveness, sector development and continuous

improvement.

- Develop well-informed and co-designed projects and propositions, aligned to the organisation's core funding, organisational goals, and community needs.
- Inform and shape policy settings to support improved services and service systems for young people and their families.
- Maintain a strong youth focus, and a community-first culture and strive to deepen the organisation's connection across the ACT.

Strategy and Governance:

- Ensure robust governance and compliance, upholding the highest standards of integrity and accountability.
- Identify, report, and manage risks within the organisation, deploying risk mitigation strategies as appropriate.
- Develop and implement the organisation's strategic plan in collaboration with the Board, staff, and other stakeholders.
- Develop and report on organisational performance against the strategic plan and priority goals, identify challenges and opportunities, and advise the Board on appropriate action.
- Adhere to, implement, and ensure all staff and volunteers understand, and comply with, the Youth Coalition's policies and procedures including Work, Health and Safety.
- Oversee and monitor information and data management.

Selection Criteria - Minimum 5 years of executive or senior leadership experience.

- Exceptional leadership skills and proven experience in managing a wide range of people, teams, and capabilities, with an innate ability to mentor, coach, nurture and develop team members.
- Demonstrated strength and experience in the development and implementation of strategic and operational plans to drive successful organisational growth.
- Experience in developing and maintaining constructive partnerships, relationships, and collaborative opportunities with a range of stakeholders including directors, government officials and departments, partners, peers, and service providers, to enhance service delivery and build sector capacity.
- Outstanding verbal & non-verbal communication skills including confidence in leading and participating in public events, including public speaking and engaging with media.
- A profound commitment to promoting diversity, equity, and inclusion as well as a deep understanding of the challenges faced by young people and the community, and the value

of solutions-focused advocacy approaches.

- Strong financial insight, with demonstrated experience in developing and managing organisational budgets, including successful financial planning and oversight.
- Experience in developing and monitoring organisational and operational key performance metrics, quality, and other reporting or performance-related requirements.
- Excellent organisational and time management skills and a strong proficiency in using common software and workflow tools including Microsoft Office Suite.
- Tertiary qualifications in a relevant field.
- Experience or an understanding of working within a not-for-profit organisation.
- Experience or an understanding of fundraising, stakeholder management, and navigating government grants.

Conditions of Employment - Negotiable start date from 3 June 2024.

- This is a full-time position, Monday – Friday, with occasional work outside of regular office hours and occasional domestic travel, including interstate.
- Salary range – upon negotiation. 3-year term, with opportunities for extension.
- Based in O'Connor, ACT, flexible working arrangements can be considered.
- You must be eligible to work in Australia.
- You will be required to complete a National Police Check.
- You must hold a current Working with Vulnerable People check (WWVP).
- You must hold a current Driver's Licence.
- You must supply your own vehicle for work-related travel (reimbursed).

How to Apply To apply for the role, please submit via email to \*\*\*\*\* a copy of your Resume (no more than 3 pages) and three references/referees, along with a short letter addressed to the selection committee, addressing the following:

1. Why are you interested in the role?
2. The skills and experience you'd bring to the role.

Applications are due by C.O.B 3 May 2024

For a confidential discussion regarding the role, please contact Joel Artup at \*\*\*\*\* prior to applying.

\*The Youth Coalition values equitable recruitment practices and is committed to representing candidates reflective of the diverse organisations and communities they work with. They welcome and encourage applications from all backgrounds, ages, and identities, and are happy to adjust their recruitment process to support accessibility needs.

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Summary of role requirements: Looking for candidates available to work: Monday: Morning, Afternoon Tuesday: Morning, Afternoon Wednesday: Morning, Afternoon Thursday: Morning, Afternoon Friday: Morning, Afternoon More than 4 years of relevant work experience required for this role Working rights required for this role Expected salary: \$140,000 - \$160,000 per year

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