



# Candidate Briefing Document

## CHIEF EXECUTIVE OFFICER



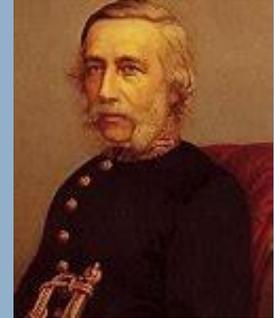


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# Our Story

Established in 1886 through the Will of Dr William Wyatt, The Wyatt Trust is a leading South Australian philanthropic foundation. Our vision is for all South Australians to have opportunities to participate in the community and live with dignity and hope.



Dr William Wyatt and Mrs Julia Wyatt travelled from Plymouth, UK, arriving in Holdfast Bay, South Australia in February 1837.

<https://www.youtube.com/watch?v=VOAnIcwGGVA&feature=youtu.be>

During his life in Adelaide, Dr Wyatt held a significant number of official positions. He set up his home first in Grenfell Street and later at Kurralta, Burnside. His son, William, the only one of his five children to survive childhood, died in 1872 aged 34. Dr Wyatt's wealth was derived from his purchase of land in the city and elsewhere in March 1837.

When he was in his seventies Dr Wyatt conceived the idea of forming a trust, and he wrote his Will in 1881, naming the first Governors of the Institution. Having witnessed some of the early South Australian settlers struggle through adversity and poverty, Dr Wyatt had made the decision to leave his estate for the benefit of South Australians in 'poor or reduced circumstances'.



# Our Story

Dr Wyatt died in June 1886 and the first meeting of the Governors of The Wyatt Trust was held soon after, commencing a practice of making regular grants to assist individuals in need. The bequest of Dr Wyatt was valued at approximately £50,000 on his death and currently stand at around \$90m with more than \$50m having been distributed in grants.

As the Australian social welfare and philanthropic contexts have changed over the decades, The Wyatt Trust has also transformed, holding true to its core tenets but continually developing its grant making model to maximise the impact of Dr Wyatt's legacy in contemporary South Australia.

The Wyatt Trust today focuses on improving opportunity and quality of life for South Australians experiencing hardship across four priority areas:

- Increasing employment opportunities
- Improving the retention of young people in education
- Promoting financial wellbeing
- Providing appropriate and sustainable housing options.

Working closely with a network of diverse partner organisations, The Wyatt Trust delivers an informed, innovative grants program assisting South Australians to participate in the community and live with dignity and hope.



# Message from our Chairperson



Established in 1886 through the Will of Dr William Wyatt, The Wyatt Trust is a significant philanthropic trust based in South Australia and the oldest enduring charitable trust in Australia. Its aspiration is that all South Australians will have opportunities to participate in the community and live with dignity and hope. Each year, The Wyatt Trust provides more than \$3m in grants to assist more than 5,000 South Australians in need and it does so both directly through a small grants program and through formal partnerships with more than 80 community, education and government organisations. The Wyatt Trust makes grants to benefit individuals principally focused on education retention and re-engagement, pathways to employment, housing support and financial strengthening through financial counselling and financial literacy programs. A spirit of partnership is central to its operational philosophy and this is reflected in its committed engagement across the community, education, social innovation and philanthropic sectors.

The Board of Governors and I wish to thank the incumbent CEO, Mr Paul Madden for his years of service and wish him all the best in his future endeavours. We very much welcome your interest and application for this role as we continue to enhance the leadership and legacy of the Wyatt Trust through the appointment of our new CEO.

Mr David Minns  
Chairperson



# The Advertised Role

## CHIEF EXECUTIVE OFFICER (CEO)

- *One of the oldest enduring charitable trusts in Australia*
- *Committed to social change for disadvantaged people*

*Established in 1886 through the Will of Dr William Wyatt, The Wyatt Trust is a significant philanthropic trust based in South Australia and one of the oldest enduring charitable trusts in Australia. Its aspiration is that all South Australians will have opportunities to participate in the community and live with dignity and hope.*

*The Board of Governors is seeking to appoint a CEO to ensure ongoing dynamic, strategic and visionary leadership in accordance with the Wyatt Strategic Plan, governance of The Wyatt Trust, development and implementation of systems and policies and the active building of the Wyatt corpus to maximise the impact of Dr Wyatt's legacy for South Australians.*

*With high level interpersonal skills – including skilled communication, networking, presentation and relationship development with Board, staff, external stakeholders, and media, your values will be strongly aligned with Wyatt's vision for all South Australians to have opportunities to participate in the community and live with dignity and hope.*

*To be successful in the role, you will have a deep understanding of philanthropy and grant making structures and a commitment to social change and improved lifestyles for people experiencing hardship. Formal qualifications in Business Management or similar are a requirement of the role and a qualification in Philanthropy would be valued. You will also have sound knowledge of governance, trustee, constitutional, regulatory and legal matters and knowledge of investment management and market considerations.*

*Undoubtedly one of the most exciting CEO roles in the market, this Adelaide based position will appeal to the compassionate and empathetic CEO who thrives on the opportunity to influence better outcomes for people and communities.*

*For details of the position profile visit [www.vuca.com.au](http://www.vuca.com.au) noticeboard or contact VUCA Senior Associate, Ms Patricia Williams on 0438 388 530 for a confidential discussion. Please forward your letter of application and CV in MS Word format to [ceowt@vuca.com.au](mailto:ceowt@vuca.com.au) by 24<sup>th</sup> May 2019.*



# Position Description

<b>Position title:</b>	<b>Chief Executive Officer (CEO)</b>
<b>Reports to:</b>	<b>The Board of Governors</b>
<b>Direct Reports:</b>	<b>Senior Manager: Operations and Social Wellbeing Grants</b> <b>Senior Grants Manager</b> <b>Investment Consultant</b>
<b>Date Prepared:</b>	<b>March 2019</b>

## **THE WYATT TRUST**

*The Wyatt Trust offers opportunities for South Australians experiencing poverty so they can lead satisfying, productive lives and participate actively in the community and to live with dignity and hope.*

*In 1886, after a life of public service, Dr. William Wyatt provided 50,000 pounds in trust at the time of his death, which today is valued at about \$90 million. The generosity and foresight of Dr. Wyatt's gift continues to provide assistance annually to over 5000 South Australians in four priority areas of employment, education, financial wellbeing and housing.*

*Wyatt Trust is a perpetual fund, under the prudent stewardship of generations of governors, whose inaugural chair was Sir Henry Ayers. The Wyatt Trust has been on a journey of learning for more than 130 years, continually exploring how to be more effective in grants programs and understanding the transformative potential of thoughtfully applied philanthropic funds. The historic framework of compassion is highlighted in the recently prepared Reconciliation Plan.*

*Key direction is to build the corpus increasing capacity to provide grants to assist poor and needy South Australians and support them to secure housing, employment, financial security or education.*

*Another key direction is active collaboration with other philanthropic organisations to generate interventions at scale and increase impact.*

## **CEO POSITION OBJECTIVES:**

- Together with the Board of Governors ensure dynamic strategic and visionary leadership in accordance with the Wyatt Strategic Plan, governance of The Wyatt Trust, and the active building of the Wyatt corpus.*
- Provide strategic leadership and direction for staff and Board in a consultative, democratic, innovative and participatory fashion, developing and implementing systems and policies.*
- Operational management of all Wyatt's financial, physical and human resources.*
- Develop the Grants program overseeing research, analysis, design, approval, delivery, outcomes and reporting.*
- Advocate to improve the quality of life for South Australians experiencing hardship and enhance visibility of Wyatt's activities and achievements.*
- Comply with Wyatt's status as Public Benevolent Institution and an endorsed Tax Concession Charity with Deductible Gift Recipient status.*

# Position Description

## **CEO RESPONSIBILITIES:**

### **Working with the Board of Governors and its Committees:**

- *Work with the Chairperson to support and enable the Board to fulfill its duties and responsibilities for the proper governance of The Wyatt Trust.*
- *Work with the Board on Wyatt's Strategic and Business Plans and ensuring that the Board can adequately monitor annual plans, targets and performance.*
- *Prepare and provide all Board papers, reports and minutes and the Annual Report.*
- *Provide advice, information and reports for all the Investment, Grants and Strategic Planning Committees and working groups.*
- *Prepare annual budgets for review and approval by the Board and maintain all fiscal and investment information.*
- *Provide induction for new Governors and assist the Board to ensure fulfillment of governance, trustee, constitutional, regulatory and legal obligations and compliance.*
- *Act as spokesperson, along with the Chairperson, for Wyatt, seeking to educate and inform the community of the Wyatt mission, objectives, and accomplishments.*
- *Protect and maintain Wyatt history, archives and artifacts.*

### **Grant Making**

- *Oversee of the grants program; demonstrating innovation, impact and effectiveness in meeting targeted areas of need and maintaining the quality of systems.*
- *Active engage with the wider philanthropic community, look for opportunities to partner and keeping abreast of trends and challenges.*

### **Advocacy and Public Profile**

- *Play a key role in developing Wyatt's public profile in key focus areas in South Australia, developing relationships with all stakeholders - partners, foundations, policy makers, service providers and community leaders both locally and nationally. This may include representing Wyatt interests on boards/committees, or being a member of networks or organizations; or by providing advice, comment and information to government, corporate, non-government services, the community and the media as required.*
- *Develop and maintain a high level of awareness of the needs of those people experiencing hardship in the community; working collaboratively with others on issues of importance to Wyatt.*
- *Ensure that publicity and materials and other communications accurately promote The Wyatt Trust's vision, mission and values and activities.*

### **Compliance**

- *Comply with the Public Benevolent Institution status of Wyatt including knowledge and implementation of the income tax exemption, goods and services tax (GST) charity concessions, and fringe benefits tax (FBT) exemption.*

### **Investment Management**

- *Manage the annual review of the Wyatt Investment Policy together with the Investment Committee.*
- *Manage the processes and preparation of investment reporting for the Board and Investment Committee.*
- *Ensuring Wyatt's investment practices are aligned with its strategic principles including socially responsible investment considerations and impact investment considerations.*

# Position Description

## Human Resource Management

- *Effectively managing staff to ensure effective work practices, high morale and low staff turnover.*
- *Effectively manage the staff team including needs analysis to determine staffing capacity and capability and organisational structure to meet the Wyatt's objectives.*
- *Implement appropriate conditions of employment, use of industrial instruments, compliance with the Fair Work Act, contracts of employment and related legal agreements.*
- *Managing recruitment, appointment, induction processes and performance appraisals as well as professional development for all staff.*
- *Provide advice to Governors and staff on people management policies and procedures, and organisational changes as required to meet strategic objectives of Wyatt.*
- *Assume Responsible Officer obligations under Work Health & Safety legislation and strive for a safe and healthy workplace.*

## Financial Management

- *Ensure that Wyatt has resources to deliver appropriate accounting, budget, tax, payroll and audit activities.*
- *Prepare plans, budgets and financial forecasts and performance against budget, and regular financial reports for the Board.*
- *Ensure all payroll and associated payments are met including remuneration, PAYG, superannuation, Workcover, annual, personal and long service leave etc.*
- *Ensuring Asset Register is adequately maintained for both financial and risk management processes.*

## Risk Management

- *Regularly review enterprise risk management and contingency planning including disaster recovery planning as appropriate for Wyatt.*
- *Regularly review that Wyatt insurance cover is adequate for its purposes.*

## Information Technology and Telecommunications Management

- *Ensure that Wyatt has sufficient and capable IT infrastructure in place, available and fully operational so that operations of Wyatt are smooth running.*

## General Management

- *Manage the development and improvement of all Wyatt operations.*
- *Oversee appropriate statutory and essential recordkeeping.*
- *Ensure adequate physical resource management and maintenance including Wyatt rental office, and from time to time, other property.*
- *Lead the development of systems, policies and procedures to ensure all operations at Wyatt reflect the strategic direction and objectives of the Trust.*

# Position Description

## **PERSONAL ATTRIBUTES**

### **Experience**

- *Proven management and leadership of an organisation at senior executive level, including responsibilities for finance, investment, budgeting, funding decisions and managing human and physical resources.*
- *Demonstrable effectiveness working with diverse Board, Committee or Trustee membership.*
- *Leadership and strategic policy and planning expertise.*
- *High-level understanding of public social policy and engagement with the network of human services sector organisations.*
- *Established and strong relationships with a range of stakeholders, including Government agencies, service providers, investment managers and the media.*
- *Experience in design, development and implementation of communications strategies.*

### **Knowledge**

- *In depth understanding of philanthropy and grant making structures, challenges and trends.*
- *Knowledge and understanding of nonprofit sector in Wyatt's areas of focus - education, housing, financial literacy and budget management and employment pathways.*
- *Understanding of ethical practices.*
- *Sound human resource management practice knowledge.*
- *Good understanding of requirements of Public Benevolent Institution status and associated tax concessions and Deductible Gift Recipient status.*
- *Knowledge of governance, trustee, constitutional, regulatory and legal matters.*
- *Knowledge of investment management and market considerations.*

### **Personal Qualities/Skills/Aptitudes**

- *A confident but grounded leader who works from a place of humility, showing commitment to positive and meaningful social change for disadvantaged people.*
- *A deep thinker with a strong sense of justice, who has high levels of curiosity, self-awareness and self-reflection and a tendency to innovation.*
- *Someone who is excited by navigating ambiguity and complexity and a creative thinker about the impact philanthropy can have.*
- *A people's person who brings others along on the journey with a commitment to empowerment and building on staff (and board) members' strengths.*
- *Considered, but strong, decision-making and problem solving capabilities and a high tolerance for uncertainty.*
- *Excellent verbal, written, numeric and financial skills.*

### **Desirable Educational/Vocational Qualifications**

- *Postgraduate qualifications in Public Policy and/or Business Management*
- *Qualification in Philanthropy*

### **Desirable Experience**

- *Senior Executive roles*
- *Experience as a member of Board of a not for profit organisation and/or social enterprise*

# LIVING & WORKING IN ADELAIDE – South Australia

Adelaide is one of the most liveable cities on the planet. It is well known for its arts festivals, fine foods and wine, retail and dining experience and spirit of entrepreneurship and innovation. It has an advanced economy, world class universities and a flourishing multicultural heritage. Adelaide is the traditional home of the Kurna people and has a strong indigenous culture today.

## LIFESTYLE

Adelaide is known for its **Mediterranean style climate**, where the weather is pleasant and moderate most of the year. Year-round big blue skies mean average winter temperatures of 16 degrees Celsius (°C) and 28°C in summer. Hot days can be real sizzlers and easily reach 40°C though!

Adelaide is a city that offers the physical and emotional space to breathe. There is a sense of freedom here – of expression, of movement, of thought. With a **diverse and eclectic array of accessible experiences**, it's a city that allows time for immersion, paired with a sense of space and freedom that actively encourages true indulgence.

The Adelaide Hills which are home to many villages, towns, wildlife parks and natural resources to explore, are less than half an hour drive from the City Centre. You'll never be far away from some of the most **pristine beaches** and water sanctuaries in the world, with almost 30km of beaches bordering Adelaide. Our beaches are famous for the beautiful waters and wide sandy foreshores. Beachside areas like Glenelg, Brighton and Henley Beach are only 15 minute drives from the City and offer **cosmopolitan hearts with retail and dining opportunities**. Within short drives from the city centre are Port Willunga where you can scuba dive in natural and man-made reefs, Port Adelaide where you can frolic with dolphins and St Kilda where you can wander the mangroves and natural reserves, also home to Dolphins and other Australian fauna.

A number of international measures rate metropolitan Adelaide highly for liveability, quality of life and cost of living. The Economic Intelligence Unit undertakes an annual Liveability Ranking and Overview of 140 cities around the world and Adelaide has in recent years consistently ranked 5th in the world. The Property Council of Australia undertakes its own annual survey on liveability of Australia's top 10 biggest cities. In this survey Adelaide is ranked second only to Canberra, our nations capital, and above all other capital cities. The Mercer Quality of Living Survey compares global cities and is primarily used to inform multi-national companies regarding optimal office locations and employee conditions. Adelaide was most recently listed as 27th in the World and has consistently ranked highly in this survey. Mercer's Cost of Living Report measures the comparative cost of over 100 items and Adelaide continues to outperform other Australian Capital Cities in this report

## REGIONAL EXPERIENCE:

*The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.*

*Adelaide is a city that lives well beyond its conveniently designed square mile epicentre, flowing seamlessly into world-famous wine and food regions such as Barossa, just an hour's drive north, or coastal escapes in the Fleurieu or Yorke Peninsula. You'll be spoilt for choice.*

*Travel another hour north and you'll reach the Clare Valley, which is famous for its Rieslings. The Adelaide Hills has some stunning whites and there's McLaren Vale and Langhorne Creek on the Fleurieu Peninsula – about an hour's drive south of the city. Drive yourself or join a guided tour of Adelaide and its surrounds - the choice is yours. Take a road trip and discover the reds from the Coonawarra on the Limestone Coast.*

*Kangaroo Island is an iconic destination, just two hours' drive and a short ferry ride south of Adelaide. It has pristine beaches, unique wildlife, awesome sunsets and fantastic food and wine.*



# South Australia & Adelaide Fast Facts

POPULATION

**1.67m**

3rd FASTEST GROWING  
CAPITAL CITY  
INCREASING

**34.5%**

2003-2013

**\$96.97b**

SOUTH AUSTRALIA  
GROSS STATE PRODUCT  
2013/14

South Australia ranked in  
**TOP 5 REGIONS OF THE  
WORLD** by Lonely Planets  
Best of Travel 2017

**ADELAIDE** amongst the  
**TOP 10 MOST LIVEABLE  
CITIES IN THE WORLD 2018**

(Economist Intelligence Unit)

**\$470k**

MEDIAN HOUSE PRICE

## One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and is rated as one of the top 5 liveable cities in the world (Global Liveability Study 2016). It is located in a beautiful region of South Australia, which is also ranked in the top 5 of the world's regions.

## Australia's most affordable mainland capital

Your money will go much further in Adelaide. Studies show it costs 21% more to live in Melbourne and 23% more to live in Sydney than Adelaide. Adelaide is around 4% cheaper than Brisbane and Perth (2016 Economist Intelligence Unit), meaning you will have more money to discover Australia during your weekends and holidays.





## Contact Information

For a confidential discussion contact Ms Patricia Williams on  
0438 388530

*Applications, including your current CV and a letter of introduction  
are to be forwarded in Word format to Ms Williams at  
[ceowt@vuca.com.au](mailto:ceowt@vuca.com.au)*

*For job and person specification visit [www.vuca.com.au](http://www.vuca.com.au)*

***Applications close at COB 24<sup>th</sup> May 2019.***





## Important Information

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