

POSITION DESCRIPTION

Position Title	Chief Executive Officer
Reporting To	Operation Flinders Foundation Board

Operation Flinders Foundation

Operation Flinders Foundation is a highly respected South Australian based charitable organisation that runs a world leading clinically proven wilderness adventure program for young offenders and young people at risk.

The program takes participants between the age of 14 and 18 years on an eight day exercise in the Australian Outback where they learn basic bush survival skills, are taught to abseil, discover Indigenous culture and learn of the rich history of the Flinders Ranges. Led by team leaders skilled in navigation and bush craft, teams of young people live out and sleep on the ground, prepare their own food, navigate through the Flinders Ranges and learn the values of team work and respect.

By enabling participants to develop self-esteem, responsibility, team-work and respect the program offers a transformational opportunity for young people to break away from their past, take a new direction in life and grow as valued members of the community.

Our Cause

To be the leading provider of quality wilderness programs for young people at risk.

Mission

Operation Flinders Foundation is to provide young men and women who have been identified as being at risk, with demanding outdoor challenges and support, to help them develop their personal attitudes and values of self-esteem, motivation, team work and responsibility so they may grow as valued members of the community.

Position Scope

Working closely with the Board, the Chief Executive Officer (CEO) provides excellent standards of operational and strategic leadership across all areas and functions of the organisation. Taking responsibility for the Foundation's overall organisational performance, the CEO will ensure the ongoing delivery and evaluation of safe, effective and evidence-based programs for young people at risk; provide exemplary business, financial and human resource management in the day to day operations of the Foundation and develop and maintain highly productive partnerships with existing and potential commercial, philanthropic and government based sponsors and supporters in order to grow revenue and ensure the long-term viability of the Foundation and its programs.

The CEO will also provide effective and timely advice and support to the Board on a broad range of matters and ensure that a high quality Corporate and Board Governance Framework covering all aspects of the Foundation's legislative, regulatory and risk-management obligations is in situ, monitored and updated as required. As the 'public face' of the Foundation, the CEO will develop and maintain productive relationships with the media, maintain and further develop successful engagement with a wide range of communities, groups and individuals, and in particular, the Foundation's substantial volunteer and supporter base.

Key Relationships

Position Reports To	Positions Reporting to CEO	Other Internal Relationships	External Relationships
<ul style="list-style-type: none"> Operation Flinders Foundation Board. 	<ul style="list-style-type: none"> Manager, Administration and Finance. Manager, Work Health Safety & Staff Development. Manager, Development & Regional Chapters. Manager, Operations & Logistics. Manager, New Directions Facility Manager, Yankaninna. State Manager, Northern Territory. 	<ul style="list-style-type: none"> Board Members. Volunteers and other supporters. Operation Flinders Foundation Ambassadors. All other relevant internal stakeholders. 	<ul style="list-style-type: none"> Commercial and Philanthropic Funders and Supporters. State and National Media. State and Local Government organisations / agencies. All other relevant external stakeholders.

Key Outcomes

The Chief Executive Officer is required to achieve the following performance objectives:

1. Corporate and Financial Management

- Provide effective general management and oversight of all areas and functions including day-to-day operations and the smooth and efficient functioning of the organisation.
- Ensure that all required policies, systems, delegations and controls are developed, implemented, evaluated and continuously improved.
- Provide high quality leadership and management to the Foundation's staff and volunteers and creating an organisational culture that promotes excellence, accountability and motivation.
- Ensure that a system for evaluating the performance of staff members and volunteers is developed, implemented and evaluated.
- Develop and implement a Workforce Plan that ensures the Foundation is staffed appropriately and efficiently at all times and that contingencies for succession in each position are in place.
- Ensure that the Foundation attracts, recruits and retains teams of skilled and appropriate volunteers and that all risk-management and training requirements relating to the participation of volunteers in place, regularly evaluated and improved as required.
- Ensure that high standards of financial management and accounting practices are applied at all times and that all required systems for the effective management, control and reporting of the organisation's financial and other resources are in place.
- Work with the Board Administration Committee and Manager, Administration and Finance to develop the annual budget for Board approval, and ensure that the budget is consistent with achieving required outcomes, targets, programs and operations.
- Ensure that a comprehensive Risk Management Strategy that identifies, assesses and ameliorates organisational risk is developed, implemented and systematically updated on a regular basis.
- Ensure that the Foundation maintains high standards of compliance with all of its legal, regulatory and policy obligations.

2. Strategy

- Provide high level support to the Board in determining the Foundation's short and long-term strategic goals and objectives and communicate these effectively to all internal and external stakeholders.
- Develop, implement and evaluate appropriate business plans and performance indicators guide the achievement of, and measurement of performance against agreed strategic goals and objectives.
- Provide regular reports to the Board regarding organisational performance against key strategic goals, objectives and targets.
- Provide timely advice and support to the Board regarding critical changes in the internal and external environments that may impact upon, or require modification of, the organisation's strategic agenda.

3. Governance

- Provide support and assistance to the Chairman and other Board Members to articulate the Board's role and accountabilities and that of its committees and individual members, including assisting the Board to evaluate its performance from time to time.
- Ensure that a comprehensive Board Governance Framework outlining the roles of the Board, its Committees and individual members, their accountabilities, legal and ethical obligations, and the systems, policies and controls to ensure that these obligations are complied with at all times, is developed implemented and evaluated.
- Ensure that a comprehensive system for reporting organisational performance against a range of financial, risk-management, strategic and other relevant matters is developed, implemented and evaluated.
- Provide high quality and timely advice to the Chairman, Board and its Committees on a range of matters as required.
- Facilitate effective liaison and communication between the Board and its internal and external stakeholders, including staff, volunteers, commercial and philanthropic supporters, government bodies and the community more broadly.

4. Business Development and Community Relations

- Identify, develop and maintain professional and productive relationships with all existing and potential commercial, philanthropic, community and/or government-based sponsors, supporters and stakeholders to ensure the sustainability of programs for young people at risk.
- Identify, establish and monitor Key Performance Indicators (KPIs) comprising the annual financial objectives to be achieved through sponsorship, grants-funding, philanthropy, Regional Chapters or other relevant sources of funding and provide regular reports to the Board on performance against these.
- In collaboration with the Marketing Committee, ensure that a Strategic Marketing Plan that achieves long-term financial and 'in-kind' sustainability for the Foundation and its programs is developed, implemented and monitored.
- Ensure that the production, use and distribution of all marketing products and/or merchandise occurs in a manner that maintains the integrity and professionalism of the Foundation and its programs.
- In collaboration with the Marketing Committee, proactively identify business development, sponsorship or grant opportunities and ensure that these are captured through the prompt development of proposals and/or strategies.

- Ensure that, consistent with the Strategic Marketing Plan, a diverse range of community engagement strategies that further establish Operation Flinders as a well-recognised and valued leader in the provision of programs to assist young people at risk are implemented.
- Ensure that ongoing support is provided to existing Regional Chapters and that opportunities to establish new Regional Chapters are identified.
- Develop and maintain strong relationships with key media outlets and ensure that this results in the Foundation and its programs receiving high levels of positive publicity and promotion.
- Ensure that effective liaison, consultation and feedback is undertaken with sponsors, staff and volunteers to ensure that the Operation Flinders Foundation Challenge is conducted safely and within budget targets and ensure that identified risks or concerns are addressed in a timely manner.

5. Organisational Culture

- Develop and maintain a positive, values-based culture that promotes high performance, respect and a passion for achieving the Foundation's Vision and Mission.
- Ensure that an organisational climate survey including Board members, staff, volunteers and other key stakeholders is undertaken from time to time and that negative impacts on the organisation and or its programs are addressed in a timely manner.
- Provide support and assistance to the Board in reviewing the Foundation's Vision, Mission and Values from time to time to they are consistent with the organisation's intent and its strategic direction.
- Act as a positive and respectful role model at all times when interacting with others and demonstrate integrity and professionalism at when representing the Foundation in various forums.

PERSON SPECIFICATION

Qualifications

- Graduate and/or post-graduate qualification in Business Management, Financial Management, Marketing, Communications or other relevant discipline.

Essential Requirements

- Exceptional leadership skills and the ability to create and inspire commitment to a shared vision for the future.
- Proven and successful general management experience at an executive or senior level requiring the demonstration of business savvy, sound judgment and the achievement of business growth or development.
- Demonstrated effective skills and senior experience in corporate and financial management, preferably in a not-for-profit, charitable or service based organisation.
- Highly-developed interpersonal and emotional intelligence skills that foster trust, cooperation and credibility.
- Sound ability to work in a productive manner with Boards and Committees and up to date knowledge of the workings of Boards and associated governance frameworks.
- High level verbal and written communication skills including public speaking and the ability to work productively with the media.
- Proven ability to develop and maintain highly productive relationships with a broad range of key stakeholders, preferably including commercial and philanthropic sponsors and supporters.
- Demonstrated ability to demonstrate politically 'savvy' and to apply sound professional judgment to complex or sensitive matters.
- Proven ability to lead, manage and develop people, including a diverse range of volunteers, members of the public and staff engaged in operational field programs.
- Demonstrated skills and experience in developing, executing and evaluating strategic marketing and public relations strategies.
- Proven experience in developing and maintaining strong and productive relationships with print and electronic media that achieve high levels of positive media interest and publicity on behalf of the organization.
- Demonstrated experience in conducting risk-management assessments associated with complex and/or major events and developing and implementing risk-management strategies to ameliorate potential risks.
- Demonstrated sound knowledge and understanding of contemporary corporate management practices and principles, including the ability to establish and manage program budgets, contribute to the setting of strategy and the monitoring of organisational performance.
- Possess a sound working knowledge of Operation Flinders, its aims, visions and mission

Essential Characteristics

- Is a principled and people-centered professional with a passion for serving the community.
- Demonstrates empathy for others, open to new ideas and can view the world from different perspectives.
- Demonstrates high level of self-awareness, understands how own styles and preferences impact on others and manages negative emotions.
- Demonstrates courage and persistence in the face of adversity.
- Is flexible and adapts easily and willingly to new situations and/or change.

- Is passionate about learning in relation to self and others.
 - Places the needs of the organization above own interests and/or affiliations.
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Training Requirements

If not previously undertaken, the successful candidate will be required to successfully complete the following prior to conclusion of the probationary period:

- Senior First Aid Certificate.
- Prescribed Course in Mandated Notification.
- Non Violent Crisis Intervention.
- Competency in Bush Craft and Navigation.
- Completed a Police Check.
- Have passed a Medical Check.

Approved

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Board Chairman

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Date

Position Incumbent's Acknowledgment

I confirm that I am aware of the duties of the position as identified in this Job and Person Specification and the requirement to perform these to reasonably agreed standards and requirements.

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Incumbent Name

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Incumbent Signature

Date:/...../.....