

CANDIDATE BRIEFING DOCUMENT CHIEF EXECUTIVE OFFICER

January 2023



Community Centres SA
Strengthening Local Communities

Table of Contents

<i>MESSAGE FROM THE CHAIRPERSON, CRISTINA BLUMBERG</i>	3
<i>WHY WE DO WHAT WE DO</i>	4
<i>OUR MISSION</i>	5
<i>ORGANISATION OVERVIEW</i>	6
<i>THE ADVERTISED ROLE</i>	7
<i>POSITION DESCRIPTION</i>	8
POSITION RESPONSIBILITIES	8
<i>LIVING & WORKING IN ADELAIDE, SOUTH AUSTRALIA</i>	12
<i>SOUTH AUSTRALIA & ADELAIDE, FAST FACTS</i>	13
<i>CONTACT INFORMATION</i>	14
<i>IMPORTANT INFORMATION</i>	14



Message from the Chairperson, Cristina Blumberg



“Community Centres SA (CCSA) is a not-for-profit leader in community development. Emerging from the women’s movement and establishment of a Community Centres and Houses sector, for 40 years, CCSA has championed connection, inclusivity, and empowerment, and been a powerful advocate for local solutions to tough problems like loneliness, anxiety, racism, unemployment, illiteracy, and family breakdown. We are a dedicated, progressive, influential, and compassionate organisation, and we are seeking a CEO who shares our values and ethos to lead and shape our success into the coming years.

Our mission is as important as ever. In 2021, we released our bold and ambitious Strategic Plan 2021-2025. Our plan aspires for communities to be deeply connected, inclusive, and empowered, and for a just and reconciled South Australia. We want people to know their neighbours, know where to reach for help, and to be willing, motivated, and interested in contributing to their community. We want community members to have a place to go where they feel a sense of belonging, and we know that reconciliation cannot be achieved without a genuine commitment to truth-telling. We aspire to empower all communities – for people’s stories to be told, and for lived experience to be the voice we listen to. Our core work includes advocacy, capacity building, and building our business sustainability as well as that of our members. We strive for service excellence and seek feedback, reflect, and learn – embedding continuous improvement in all that we do.

In building our communities, we support our members who do incredible work that pays dividends to our community’s health and wellbeing every day. Our 170+ membership is diverse, hard-working, and deeply committed to strengthening communities, and we seek a CEO who is a people-person – who can listen and speak to and for our diverse and dynamic sector. Our CEO should be as comfortable engaging on the ground – with centres, volunteers, and the local community – as they are advocating influentially and strategically with political leaders. We seek someone who can genuinely collaborate with a range of key strategic partners. In recent years, we expanded our membership to include like-minded organisations other than Community Centres and Houses that share our ethos and values, and we seek a CEO who will continue to identify and develop these strategic and mutually beneficial partnerships.

Our CEO works closely with a skilled and dedicated team, volunteers, and Board. We know our ability to deliver outcomes for our members and the broader South Australian community depends on maintaining our high-performance, and we seek a CEO who will nurture our good culture. As a not-for-profit that relies heavily on funding, our CEO should also be able to maintain and grow CCSA’s excellent financial position and long-term sustainability and have demonstrated strategic credibility and commercial acumen. We also seek a CEO who will build on our current reputation and brand – someone who will champion the work of centres, affiliated members, and our organisation, to a broad audience.

We are looking forward to working with a visionary, influential, and inclusive CEO who is highly strategic and passionate about strengthening our sector and the communities we support.

If your passion, skills, and experience align with this role and you are committed to our purpose, mission, and values – we cannot wait to hear from you.”

Cristina Blumberg, Chairperson

Why we do what we do.

WHY WE DO WHAT WE DO. OUR VALUES.

In the 1970s

As the women's movement started to have meaningful impact on social structures, many women started meeting for a day or two per week to assist families and young single mothers who felt isolated, lacked local social connections outside their family. Initially such informal gatherings took place on church premises or community halls. This marked the beginning of the Community Centre and Neighbourhood House movement in South Australia, and the Commonwealth Government was generous in its funding of local organisations to foster community participation in community health and decision making. Volunteer participation was encouraged, community groups thrived and were a conduit for raising community concerns. 1983 saw the early beginnings of Community Centres SA as the peak body for many emerging Community Centres and Neighbourhood Houses across SA.

In the 2020s

We are a powerful advocate for local place based community responses, social justice, inclusivity, prevention, reconciliation and community connectedness. Since then, we have become a voice for over 170 Community Centres and other organisations that share our ethos. We advocate for justice for people who face multiple barriers in life and for empowering local communities to influence and have a say about things that impact their health and wellbeing. We have a strong focus on early intervention and prevention, reconciliation, community connectedness and inclusivity.

We believe deeply in the power of local place-based community support. Our 103 Community Centres around SA are, at their core, connection nurturers. They are non-stigmatised. Open and inclusive to all.

We know that working from a community development framework yields meaningful and sustainable change.

It empowers meaningful community connectedness, which can reduce the incidence of relapse for people suffering depression and addiction, lower the risk of premature mortality amongst retirees following the loss of their work and social identity, and provide safety, security, support, a sense of belonging, meaning and purpose.

1 in 4 

AUSTRALIANS ARE LONELY. BEING MORE SOCIALLY CONNECTED LEADS TO A 50% REDUCTION IN THE RISK OF EARLY MORTALITY FOR PEOPLE OF ALL AGES.


35,000

PARTICIPANTS EACH WEEK! THAT'S NEARLY 2 MILLION EACH YEAR IN SA, AND OVER 21 MILLION EACH WEEK ACROSS AUSTRALIA!

“
ALONE WE CAN DO SO LITTLE,
TOGETHER WE CAN DO SO MUCH
HELEN KELLER
”



**Inclusivity. Empowerment.
Strengths Based. Social Justice.
Community Participation. Diversity.
Collaboration. Integrity.**

OUR MISSION

WHO WE ARE. OUR MISSION.

We are a Not-for-Profit leader and member based organisation in local, place based community development.

It is our mission to find the strength, uniqueness and possibilities in our communities and to speak of them, magnify them and bat for them by nurturing the local community spaces and people that support community connectedness.

Because local responses, that tell the local story and deeply know and value a community's own strengths and assets, will always lead to better outcomes.

Meaningful community connectedness helps to solve tough problems like loneliness, anxiety, racism, unemployment, illiteracy, and family breakdown.

We enhance community connectedness through advocacy, research, capacity building and training. We support and walk alongside our 170+ member Community Centres and Neighbourhood Houses and other community organisations.

These are organisations who share our ethos and who have the skills and deep local community insights to support the most hard-to-reach people.

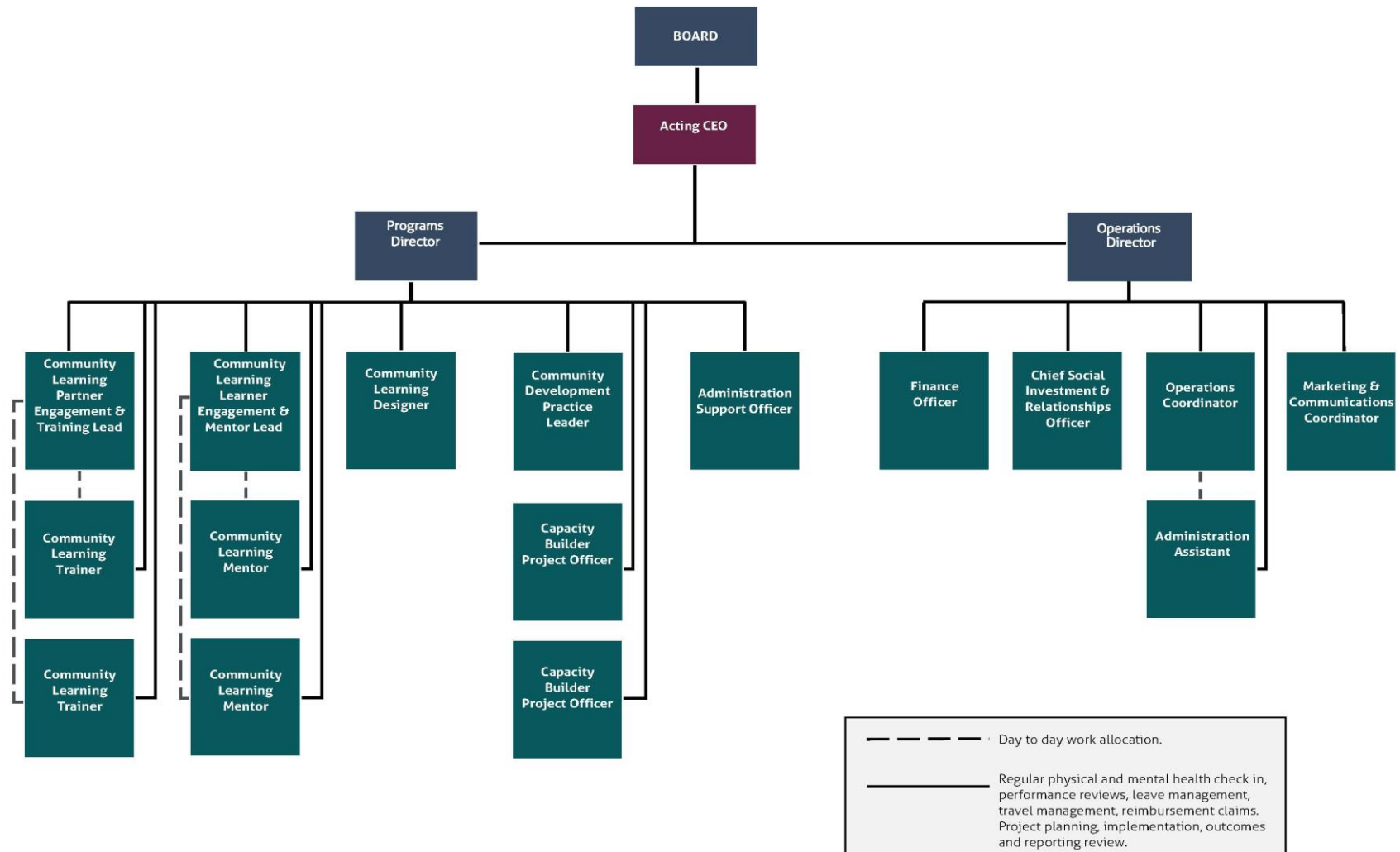
“

WE FIND THE STRENGTH
UNIQUENESS AND POSSIBILITIES
IN OUR COMMUNITIES.

”



Organisation Overview



The Advertised Role

Chief Executive Officer

- **Strategic Role**
- **Lead and influence positive growth**

Community Centres SA (CCSA) is a member-based organisation and Not-For-Profit leader in local, place-based community development. It is a deeply values-led organisation and in 2023 will celebrate 40 years at the forefront of community development in South Australia.

With more than 170 members consisting of Community Centres, Neighbourhood Houses, and other leading community focused organisations, CCSA enhances community connectedness and champions inclusivity, reconciliation, and solutions to loneliness – to name a few – through advocacy, research, capacity building and training.

Our client is seeking high performing candidates for the role of CEO who have demonstrated passion, and commitment to lead and drive the strategic direction and vision of CCSA to support and develop the Community Centres sector and to promote contemporary community development principles and practices in South Australia. Key accountabilities include but are not limited to:

- Championing the importance and social value of the sector and place-based community development
- Engaging effectively and influentially with members
- Building collaborative and strategic stakeholder alliances and partnerships
- Effectively representing the sector through influential external advocacy
- Managing staff and supporting the development of a high-performing and values-aligned culture
- Achieving a strong financial position and long-term financial sustainability

As the successful candidate, you will be a values-based leader with a deep and genuine commitment to CCSA's purpose who has successfully led not-for-profit organisations with exemplary judgement, strong business acumen, and demonstrated good governance.

With outstanding leadership, organisational and planning skills, as well as the ability to develop and nurture productive working relationships with a range of key stakeholders, you will also be able to demonstrate contemporary knowledge of the Community Centre sector as well as the principles and practices of community development and social justice.

Tertiary qualifications in either Management, Humanities or Social Sciences are also essential to the role.

For details of the Position Description visit www.vuca.com.au/ccsa. For further enquiries, contact VUCA Senior Associate Paul Bell on 0412 552 302 for a confidential discussion during business hours. Please forward your letter of application and CV in MS Word format to ceoccsa@vuca.com.au by COB Friday 3rd February 2023.

POSITION DESCRIPTION

Position: Chief Executive Officer (CEO)

Reports to: CCSA Board

ABOUT COMMUNITY CENTRES SA

Community Centres SA (CCSA) is a member-based organisation and Not-for-Profit leader in local, place-based community development.

CCSA's mission is to find the strength, uniqueness and possibilities in communities - to speak of, magnify, and bat for them, by nurturing the local spaces and people that support community connectedness. We believe that local responses that tell the local story, and deeply know and value a community's strengths and assets, will always lead to better outcomes. Meaningful community connectedness helps to solve tough problems like loneliness, anxiety, racism, unemployment, illiteracy, and family breakdown.

We enhance community connectedness through advocacy, research, capacity building, and training. We support and walk alongside our 170+ member Community Centres and other community organisations. These are organisations that share our ethos and who have the skills and deep local community insights to support the most hard-to-reach people.

OUR VALUES

The values that underpin our work are:

- ▶ Inclusivity
- ▶ Empowerment
- ▶ Social Justice
- ▶ Community Participation
- ▶ Diversity
- ▶ Collaboration
- ▶ Integrity
- ▶ Reconciliation

POSITION RESPONSIBILITIES

This job description is meant to describe the general nature and level of work being performed; it is not intended as an exhaustive list of all responsibilities, duties and skills required for the position.

BROAD PURPOSE OF POSITION

The Chief Executive Officer (*CEO*) will lead and drive the strategic direction and vision of CCSA to support and develop the Community Centres sector (*the sector*) and to promote contemporary community development principles and practices in South Australia.

The CEO is responsible for the overall management of CCSA and is directly accountable to the Board of Management. The Board has nominated the CEO to the position of Public Officer of the Association who is entrusted with the management of CCSA's affairs. The CEO formally manages CCSA's leadership team and is responsible for all staff employed by the organisation.

KEY ACCOUNTABILITIES AND DUTIES

- ▶ Work with the Board of Management and Board Sub Committees to implement the CCSA Strategic Plan
- ▶ Manage staff and support the development of a high-performing and values-aligned culture
- ▶ Operational management of the organisation
- ▶ Achieve a strong financial position and long-term financial sustainability
- ▶ Engage effectively and influentially with members
- ▶ Build collaborative and strategic stakeholder alliances and partnerships
- ▶ Effectively represent the sector through influential external advocacy
- ▶ Champion the importance and social value of the sector and place-based community development
- ▶ Champion effective risk management and work health safety.

ESSENTIAL; QUALIFICATIONS AND SPECIAL REQUIREMENTS

- ▶ Tertiary qualifications in either Management, Humanities or Social Sciences

ESSENTIAL KNOWLEDGE

- ▶ The Community Centre sector
- ▶ Contemporary principles and practices of community development
- ▶ Not-for-profit organisational management
- ▶ Principles and practices of social justice
- ▶ Contemporary corporate governance, any relevant legislation and accreditation required.

ESSENTIAL EXPERIENCE/SKILLS

- ▶ Strategic leadership and organisational management
- ▶ Working with and reporting to a Board
- ▶ Organisational policy development and analytical skills
- ▶ Organisational profiling, advocacy and branding
- ▶ Leading and managing a high performing team
- ▶ Financial management
- ▶ Successfully developing and implementing strategic and operational plans
- ▶ Securing external funding for community projects and programs
- ▶ Project and grant management
- ▶ Effective consumer and stakeholder engagement
- ▶ Change management and continuous improvement
- ▶ Human Resource Management including Performance Management
- ▶ Community development
- ▶ Advocacy and lobbying to achieve influence
- ▶ Planning and evaluation
- ▶ Submission, grant and report writing
- ▶ Marketing and communications
- ▶ Public speaking and facilitation
- ▶ Project and program management
- ▶ Effective communication and strong relationships with communities, organisations and government agencies.

PERSONAL ATTRIBUTES

- ▶ You demonstrate passion, commitment, and integrity in the role you undertake
- ▶ Your core values align with CCSA's values of social justice, equity, valuing diversity and empowering community to have a voice
- ▶ You are motivated by seeing people learn, grow, feel connected to their community and build their capacity and resilience
- ▶ You have excellent interpersonal and communication skills that motivate and inspire people and that you tailor to your audience
- ▶ You display strong organising and planning skills
- ▶ You are an inclusive and collaborative leader, and a proficient operator
- ▶ You build and maintain mutually respectful working relationships
- ▶ You are tactful, diplomatic, experienced and skilled at conflict resolution
- ▶ You are flexible and willing to undertake other tasks when required

RISK MANAGEMENT AND WORKPLACE HEALTH AND SAFETY

All employees are responsible and accountable for:

- ▶ Complying with workplace policies and procedures for risk identification, risk assessment and risk control
- ▶ Participation in activities associated with the management of workplace health and safety
- ▶ Identification and reporting of health and safety risks, accidents, incidents, injuries, property damage and mishaps at the workplace
- ▶ Reporting any risks or potential risks identified in the course of their work

Equal Opportunity

All employees are required to adhere to the requirements of the Equal Opportunity Act and all other associated legislation.

Screening

Applicants will be required to undergo, as a minimum, a national police check and a working with vulnerable person related employment check. Other screening may be required as advised by CCSA. A satisfactory result is required before commencement.

KEY DOCUMENTS

For more information related to Community Centres SA please review the Community Centres SA Annual Report and Strategic Plan. (links below).

[2022 Annual Report](#)

[Strategic Plan.](#)

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 ranked within the top 5 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 nation's 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 29th 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:

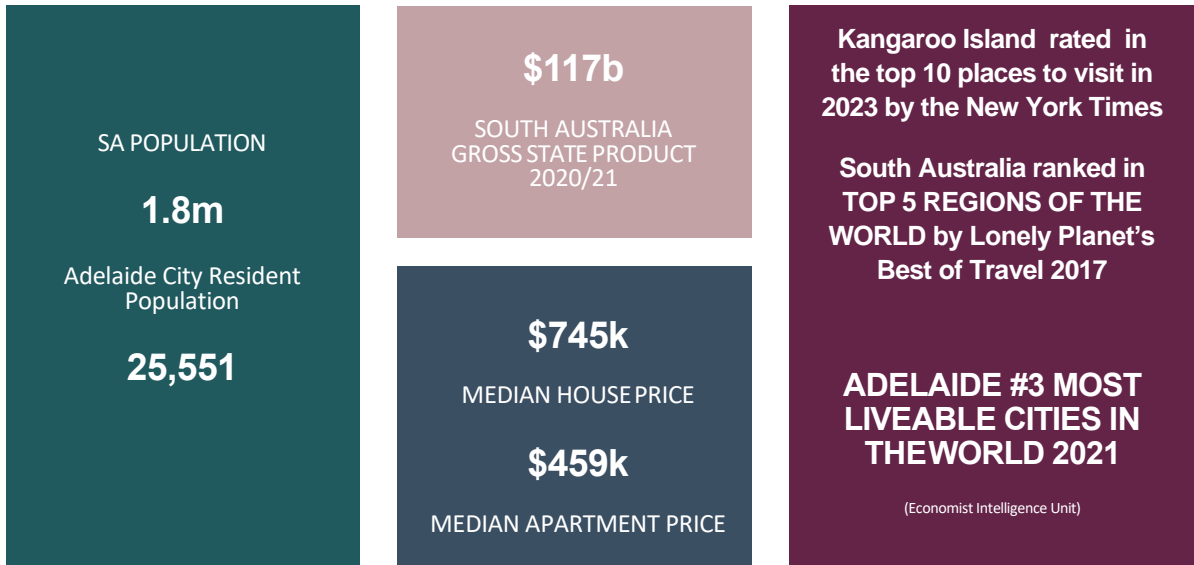
The regions surrounding Adelaide offer a unique experience with gourmet food offerings, internationally renowned wine, villages to explore and wildlife and natural attractions.

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



One of the world's most liveable cities

Adelaide offers a relaxed, easy-going lifestyle, and was rated as the world's 3rd most liveable city in the world in 2021 (Economist Intelligence Unit). 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 18% more to live in Melbourne and 30% more to live in Sydney than Adelaide. Adelaide is around 11% cheaper than Brisbane and Perth, meaning you will have more money to discover Australia during your weekends and holidays.



Contact Information

For a confidential discussion regarding the Chief Executive Officer position, please contact VUCA Senior Associate, Mr Paul Bell on 0412 552 302.

Applications, including your current CV and a letter of introduction are to be forwarded in Word format to ceoccsa@vuca.com.au

Applications close COB Friday 3rd February 2023.

Important Information

Please note that VUCA Trusted Advisors believes that while the information contained in this document is true to the best of the Company's knowledge at the time of writing, such information may change without notice. Further, the information herein is the property of the Company and must not be published or attributed unless explicitly agreed.

