



Executive Officer

Background

Tomorrow Today is Benalla and district's community foundation, formed to help local people work together to create a stronger, more resilient and prosperous rural community. Our vision is of a generous community, able to achieve a stronger tomorrow by challenging itself today.

In response to Benalla's high level of local socio-economic disadvantage, we developed the Education Benalla Program. This long-term program is designed to improve the educational outcomes - and future opportunities - of Benalla's young people. Cross sector collaboration is essential, linking government, non-government agencies, community, philanthropy and business to work together on shared goals. Benalla is now recognised as a leading national example of community-led, place based change.

Like all community foundations, we also work to build a substantial pool of funds to benefit the community in perpetuity. We use the income generated by this Community Fund to provide community grants. Each year our Grants Program provides an independent source of funding for groups and organisations that are working to make a difference in our community.

Thanks to the strong support of philanthropic partners and local donors, the community foundation recently purchased the property where our headquarters and activities are based. This provides a permanent home for the organisation plus an ongoing income stream from leasing offices, to ensure we can continue our work for the Benalla and district community.

Tomorrow Today consists of two charitable companies, each governed by a volunteer Board consisting of the same eight Board members. Tomorrow Today Education Foundation (the employer) has one full-time and eight part-time staff members, involved in delivery of our major project the Education Benalla Program.

We are currently recruiting for an **Executive Officer**. The Executive Officer will lead a small team, dedicated to achieving measurable change in Benalla. The position will report to the Board Chair.

Position Summary

Pursue the objectives of Tomorrow Today to enable the creation of a stronger, more resilient and prosperous rural community, and build the capacity and influence of the organisation in order to achieve this goal.

The Executive Officer will provide leadership to Tomorrow Today and take responsibility for its management and administration in line with the strategic and accountability frameworks set by the Board.

With the Chair, the Executive Officer will enable the Board of Directors to fulfil its duties and responsibilities for the proper governance of Tomorrow Today and ensure that the Board receives advice and information in a timely, thorough and appropriate manner.

The Executive Officer will work closely with the Board in ensuring the furtherance of Tomorrow Today's charitable purposes and reputation as a leading rural community foundation.

Essential Knowledge, Skills and Attributes

Proven:-

- high level leadership and strategic planning skills
- experience in managing and nurturing relationships with a diverse group of organisational and individual stakeholders
- general management experience including managing staff, compliance and risk
- financial management skills
- high level verbal, written and presentation skills
- ability to think innovatively, strategically and manage detail
- ability to manage competing demands within limited timeframes
- a high level of personal integrity

Highly desirable

- Knowledge of and connection to the Benalla community
- Knowledge and experience in the not for profit/philanthropic sector
- Marketing and communications experience
- Experience in achieving and maintaining funding partnerships
- Ability to use evidence-based research to inform and improve practice

RESPONSIBILITIES

Provide high-level support to the Board and its principal committees

Facilitate the Board to formulate and regularly review Tomorrow Today's vision, mission and strategic plan; and to monitor annual plans and targets

Ensure appropriate presentation and reporting to the Board and its subcommittees on the progress of Tomorrow Today and on all matters relevant to the discharge of its responsibilities

Prepare board agendas, and papers for the Board and principal committees, and maintain an annual calendar of meetings

Facilitate delivery of the Annual Grants program ensuring it is widely subscribed

Support the Friends of Tomorrow Today in their fundraising endeavours

Strategic Leadership and influence

Facilitate and maintain effective relationships and networks with principal supporters, partners and stakeholders

Provide strong representation for Tomorrow Today, enhancing our reputation as an outstanding national example of community philanthropy at work

Demonstrate ethical conduct at all times.

Capacity management, resource planning and allocation

Lead annual business planning and budgeting to achieve the strategic plan

Work with the Education Benalla Program Manager to ensure that the team has the appropriate people, adequate physical resources, tools and contacts to effectively achieve the goals set by the Board

Ensure all expenditure is controlled in line with budgets. Oversee day-to-day financial management of the community foundation.

Enable innovation

High performance collaboration with the Board Chair, Education Benalla Program Convenor and Program Manager to achieve the desired outcome, "by 2030 the completion rates of Benalla's students will equal or exceed the school completion rates of children from non-disadvantaged districts in Victoria".

Lead the organisation in a manner that empowers staff and volunteers to contribute to reflection, knowledge, and innovation.

Managerial responsibilities

Ensure that all people working for the Tomorrow Today (staff and volunteers) are focused on achieving the organisation's mission and strategic priorities

Develop and implement HR policies and practices that are consistent with our values and desire to attract and retain the best people for each job

Be pro-active in caring for the health and safety of all people within our work environment

Ensure that appropriate policies, procedures, systems and processes are in place and adhered to; and that a comprehensive risk management assessment and mitigation plan is maintained.

Ensure all legal and regulatory requirements are met and within required timeframes.

Oversee delivery of the organisation's marketing strategy to increase awareness, knowledge and support for Tomorrow Today, ensure representations are always targeted and appropriate and that the reputation of the organisation is protected and enhanced.

Ensure that communication materials are prepared so they provide a professional, accurate and informative reflection of Tomorrow Today.

Qualifications

1. Preference is for a relevant qualification (e.g. management, public relations, business, finance, community development).
2. Current full Victorian driver's license and comprehensively insured, roadworthy vehicle.
3. Current National Police Check.
4. Current Working with Children Check

Employment Terms

The position is part-time, 18 hours per week, (approx. 0.5 EFT)

A two-year contract will be offered.

Salary range is \$90,000 to \$95,000 per annum (pro-rata) based on experience, plus 9.50% superannuation, car and phone allowance.

There will be a six-month probationary period.

Salary packaging is available.

The position will be located in Benalla.

National Employment Standards apply.

Application Process

Privacy:

In accordance with Privacy Legislation, Tomorrow Today Education Foundation will use the personal information provided by applicants solely for the purpose of making appointments to positions within the organisation. Tomorrow Today will take all reasonable steps to protect the personal information it collects and uses. It will not disclose such information to any outside organisation. Tomorrow Today will destroy the personal information when it is no longer needed for selection purposes except where the applicant accepts a position within the organisation. By submitting personal information to Tomorrow Today Education Foundation, applicants are deemed to have given their consent to the collection, use and storage of their personal information for the purpose stated above.

Applications:

Written applications should include daytime contact information, a statement addressing each of the critical skills, and details of experience and qualifications.

Closing date for applications is Wednesday 27 November.

Applicants will need to be available for interview on Wednesday 4 December 2019

Shortlisted applicants are required to bring original qualifications to interview and provide names and contact information for two professional referees.

Address application to:

Sally Gamble, Chair

Tomorrow Today

Shop 10, 66 Nunn St, BENALLA VIC 3672

Or email: patclaridge@tomorrowtoday.com.au

Enquiries to the Board Chair, Sally Gamble Mob: 0428 755 138