

CEO



Youth Affairs
Council Victoria

• *Independent, for-purpose youth advocacy.*

The Youth Affairs Council of Victoria (YACVic) is the leading peak body for young people and the youth sector in this state, delivering effective advocacy, policy development, training, resources and support to enable young people to lead their best lives and to support the youth sector. Based in the CBD, it has 26 FTE staff and a revenue base of about \$5million. Your brief is to work with YACVic's Board to implement its Strategic Plan on behalf of its members. Key imperatives are: ongoing sustainability; implementing YACVic's youth participation agenda; and effective collaboration between YACVic the organisations it auspices, young Victorians, the youth sector, and government. A recognised advocate in the youth services arena, you have a record of success which is predicated on sound qualifications, operational excellence and a proven commitment to social justice. You are well versed in youth policy issues, with strong government relations and a thorough grasp of governance.

Please view the Position Description on www.brookerconsulting.com.au and send a brief CV (Word format, up to 5 pages) to career@brookerconsulting.com.au or ring Jeremy Wurm on 03 9602 1666, in confidence.

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Youth Affairs Council of Victoria (Inc.)

CHIEF EXECUTIVE OFFICER POSITION DESCRIPTION

Organisation

The Youth Affairs Council of Victoria Inc. (YACVic) is the peak body and leading policy advocate on young people's issues in Victoria, Australia. YACVic is an independent, non-government organisation. Our vision is that young Victorians have their rights upheld and are valued as active participants in their communities.

YACVic is a membership organisation with approximately 300 members across Victoria made up of individual members and organisational members.

YACVic is a complex organisation comprising core staff, core agencies and two partner agencies that we currently auspice; all of which require management oversight and support. YACVic's main funding comes from the Victorian Government's Office for Youth, while funds are also received from other government bodies to support the work of our core and partner agencies.

Position overview

The Board of YACVic (The Board) requires a Chief Executive Officer to:

- 1) Continue the organisation's growth and provision of quality services consistent with YACVic's Values and Strategic Plan and its constitution
- 2) In the spirit and direction of the Strategic Plan, identify opportunities for new service offerings and advocacy
- 3) Grow the awareness of YACVic and the agency's resource base to facilitate the expansion of existing and new capacity for influence, advocacy, research and policy advice.

Position description

Position title:	Chief Executive Officer
Position accountability	Board of YACVic (the 'Board'), in line with delegations and directions as set out in the Board/CEO Governance Policies.

Key relationships:	<p>Internal</p> <ul style="list-style-type: none"> • The Board • YACVic Management Team (Core and Partner Agency) • YACVic Staff (Core and Partner Agency) • YACVic Members, including YACVic’s youth sector members and young members <p>External</p> <ul style="list-style-type: none"> • Relevant State and Federal Department key staff, Ministers/parliamentary secretaries and local members of Parliament and Councillors • Funding bodies/sponsors and corporate supporters • Organisations within the broader youth sector.
Position purpose:	To manage YACVic’s staff and resources to achieve YACVic’s purpose and Strategic Plan in line with organisational values. The CEO will enable YACVic to achieve advocacy, youth participation and representation of the highest possible quality. The CEO will provide leadership, strategic direction, advocacy, external relationship management and operational management.
Qualifications/ experience:	<ul style="list-style-type: none"> • Relevant tertiary qualifications, preferably in youth work, social sciences, policy and/or management. • Extensive experience and achievement at senior management level in complex human service organisations or equivalent. • Strong understanding of issues affecting young people and youth policy in Victoria.
Annual Turnover and Staff FTE Level:	Recent annual turnover has been \$3-5m with a core staff team of 25.6 EFT (30 people).

Successful profile for this role	What you will bring specifically
High level problem solving and critical thinking skills as well as ability to navigate complexity.	Systems thinking experience, including the ability to predict and influence the behaviour of any system through understanding the underlying structure.
The capacity to provide strong leadership to the organisation and demonstrate a consultative and respectful leadership style.	Demonstrated outcomes in strategic leadership, strategic organisational change and redevelopment and management of complex organisations.
Demonstrated collaborative, team-based approach to management. High level ability to develop and motivate individuals and teams through coaching and positive role modelling.	Demonstrated expertise in current human resource practices, including team based management practices and expertise in managing organisational performance, innovation and people, including a thorough understanding of quality assurance and improvement systems.

Highly professional and ethical in all relationships and demonstrated ability to engage in high level interactions with government and sector leaders.	Proven achievements in developing high level and effective partnerships with funding bodies, related service providers, corporate supporters and policy making bodies and in representing and promoting the organisations to a wide range of stakeholders
High-level theoretical and practical application of youth participation models and practices.	Ability to lead sector development in youth participation and promote the literature and research base. Demonstrated understanding of the youth service industry and capacity for innovation in responding to community. Working knowledge of the Acts, Regulations, statutory obligations, risk management and industrial relations impacting on the community services sector.
Strong knowledge and understanding of young people, the youth sector and current issues.	Proven experience in the youth sector, including established relevant networks. Ability to effectively lead advocacy on behalf of young people, issues identified as important to young people and the broader youth sector.

Key Result Areas	Key Activities
<p>Leadership, management, communication and stakeholder relationships</p> <ul style="list-style-type: none"> • Ensure leadership and management of the organisation consistent with the values, constitution, and mission and vision statement. • Represent the organisation publicly. • Reporting to the Board on a regular basis. • Reporting annually to members and at AGM. • Engage in high level communications with a range of stakeholders including funders, government and members. • Ensure efficient and effective communication to all key stakeholders. 	<ul style="list-style-type: none"> • Support the Board and Board Sub-Committees to monitor the performance of the organisation. • Provide strong accountable leadership to the organisation and co-ordination of all services across the state, including regional and rural areas (travel required as necessary). • Ensure efficient and effective branding and positioning of the organisation to key stakeholders.
<p>Strategic planning and implementation</p> <ul style="list-style-type: none"> • Ensure the implementation and ongoing development of the Strategic Plan within the framework of YACVic values, mission and vision statement. • Ensure identification, assessment and management of risk. 	<ul style="list-style-type: none"> • Lead and participate in the development of the strategic planning process and annual operation plan preparation, leading the Management team members in developing the annual operational plan to support the Board's strategic plan. • Monitor operational implementation of strategy and related activities to maximise

<ul style="list-style-type: none"> • Reporting to the Board and keeping them updated on risk and progress against strategic plan. 	<p>operational performance against agreed targets.</p> <ul style="list-style-type: none"> • Ensure that key performance indicators are established for objectives, and that reviews of organisation operations, progress and achievements are conducted. • Determine strategic risk management priorities and adequately resource.
<p>Operational management</p> <ul style="list-style-type: none"> • Program management and service delivery: Ensure programs and services are reviewed and delivered to the community as articulated in the strategic plan. • Financial management: Ensure the effective and efficient management of financial resources. • Human Resource management: Ensure the effective and efficient management of human resources. • Quality assurance and improvement: Ensure that the organisation has operating and sustainable systems in its operations, programs and services that enable systematic review and improvement and ensure achievement of standards and compliance with legal and statutory requirements. • Reporting to funders: Ensure timely and meaningful reporting to funders as per contractual obligations. • Reporting to the Board: Ensure timely and meaningful reporting to the Board to maintain effective and collaborative communication and governance. • Risk management: Identify and mitigate organisational risks in line with YACVic’s risk management procedures. 	<ul style="list-style-type: none"> • Lead, direct and control the programs and services of the organisation to deliver on the strategic plans of the Board. • Facilitate the regular review of current service effectiveness and develop new services in response to identified community need and in accordance with Board policy and strategic direction. • Ensure the preparation of the annual budget for the organisation and its various programs, and implement procedures to ensure financial performance are monitored as well as delivering accurate, timely, relevant and clear monthly, year to date and annual financial reports for the Board. • Coach and support the managers in leadership and management competencies and management of difficult operational and change initiatives and conduct annual performance reviews with all direct reports. Ensure staff and volunteers receive constructive feedback, training and professional development opportunities. • Ensure and implement a planned approach to Human Resource Management. • Determine strategic quality improvement priorities and adequately resource management of programs. • Oversee and delegate organisational compliance with relevant current and emerging statutory and legal requirements. • Adhere to and uphold YACVic’s service quality objectives through: <ul style="list-style-type: none"> ○ Implement the quality management system (QMS) and comply with ISO 9001 ○ Enhance client satisfaction by implementing systems that record, analyse and use participant feedback to improve services

	<ul style="list-style-type: none"> ○ Develop employee competence by undertaking system awareness training.
<p>Advocacy</p> <ul style="list-style-type: none"> ● Effectively represent the needs, ideas and opportunities of young people and the youth sector. ● Identify and motivate key stakeholders towards taking action to address needs, ideas and opportunities of young people and the youth sector. 	<ul style="list-style-type: none"> ● Identify key people and organisations, including government, to advocate to on behalf of and with young people and the youth sector. ● Position the organisation in the community as the leading policy advocate on youth issues in Victoria. ● Lead collaborative advocacy initiatives alongside organisations and individuals within the youth sector.