

CEO

Social enterprise - Sydney



The Cardoner Project is a Catholic formation programme for young men and women, designed to deepen their human, intellectual and spiritual development. One of the most important ways this is achieved is through service to disadvantaged communities, here and overseas, via its own unique and integrated model of engagement.

It is located in a vibrant bar and restaurant in inner Sydney, The Two Wolves: Community Cantina, from which it also operates two inter-related entities: a peer-to-peer leadership programme called The Two Wolves: Leadership Collective; and an overseas volunteering programme also for young adults called The Two Wolves: Abroad. It also has a nascent research unit, the Jesuit Centre for Social Enterprise (JCSE), aimed at supporting and evaluating its programmes, and those of its partners.

Working with a dedicated Board, you are primarily responsible for overseeing the organisation's governance, leadership, management and programme delivery, in addition to implementation of the Strategic Plan.

Possessing superior qualifications in finance, administration, social work, human services or education, you are a successful senior executive, with a proven capacity to lead and motivate teams. Your combination of commercial acumen with an alignment to a faith-based ethos will ensure ongoing sustainability of this unique mission to young adults.

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.

BROOKER
Consulting



www.brookerconsulting.com.au

6588RO

The Cardoner Project

POSITION / ROLE DESCRIPTION



Position Title: CEO – The Cardoner Project

ORGANISATIONAL OVERVIEW

Begun in 2010 by Father David Braithwaite SJ, The Cardoner Project was a response to the desire of young adults for Catholic faith formation in the Ignatian tradition. It is a young adult ministry of the Australian Jesuits, a Catholic Religious Order. Its current centre in Chippendale, in the middle of the University precinct, was purchased in April 2013 and now houses a variety of interconnected programs.

Values

Our Vision

To develop transformative leaders of the Church and society to influence and shape a more just and Christ-like world.

Values

Hospitable

Christ-centred

Committed to the Church

Collaborative

Passionate

Encouraging

Seeking solidarity

Foundations of Mission

Our Mission

To deepen the human, spiritual and intellectual formation of young adults grounding them in a love of the poor at the service of the Church.

ORGANISATIONAL RESPONSIBILITIES

Positive Working Relationships

- Manages self so as to work collaboratively and productively as part of a well-functioning and dynamic team that contributes positively to the overall work of the Australian Province of the Jesuits
- Encourages a climate of innovation and entrepreneurial spirit across all programs, and to influence the broader Province culture.
- Works closely with the relevant people in all of the Jesuit ministries to ensure that a living Catholic practice and faith and Ignatian spirituality is fostered and lived within those ministries
- Initiates and maintains contacts with a broad range of people and community organisations to ensure that the work of The Cardoner Project can be completed in the most effective and efficient manner

Respect

- Behaves in a culturally and linguistically sensitive manner that respects everyone regardless of their background, gender, sexuality, ethnicity or ability
- Provides and promotes an environment of mutual respect, dignity and fairness – free from discrimination, harassment, victimisation, bullying and violence to ensure that acceptable standards of conduct are maintained at all times and takes appropriate action if unacceptable conduct is observed

Quality Assurance and Continuous Improvement

- Strives for continuous improvement in the quality system and work practices by being alert to opportunities for improvement

Occupational Health and Safety

- Complies with the requirements of relevant Work, Health and Safety (or Occupational, Health and Safety) Acts and related procedures developed by The Cardoner Project
- Works in a manner that considers duty of care for self and others and be safety conscious at all times
- Reports inappropriate behaviours which endanger self or others including bullying and other harassing behaviours / incidents
- Reports to work physically and psychologically fit for duty
- Ensures all work areas are maintained in a safe condition and reports (to manager) if they are not
- Completes site induction (where necessary)

Ignatian Spirituality and Catholic Faith

- To support and nurture the Province's Catholic faith and Ignatian charism.
- Participation and completion of Ignatian Induction and Ignatian Formation

Part 1: POSITION SPECIFICATIONS

| Position Structure | | |
|--|----------------------|---|
| Organisation: | The Cardoner Project | |
| Award/Agreement and classification: | Award Free | |
| Reporting structure: | Reports to | Board of Directors |
| | Direct Reports | Jesuit Rector/ GM of The Two Wolves: Leadership Collective GM of The Two Wolves: Community Cantina GM of The Two Wolves: Abroad/ JCSE |
| Organisational Overview | | |
| <p>The Cardoner Project is a formation programme for young men and women designed to deepen their human, intellectual and spiritual development within a living Catholic faith. One of the most important ways this is achieved is through service to disadvantaged communities, here and overseas, via its own unique and integrated model of engagement.</p> <p>It is located in a vibrant engagement hub which includes a social enterprise bar and restaurant in inner Sydney, <i>The Two Wolves: Community Cantina</i> from which it also operates two inter-related entities: a peer-to-peer leadership programme called <i>The Two Wolves: Leadership Collective</i>; and an overseas volunteering programme also for young adults called <i>The Two Wolves: Abroad</i>. It also has an internal research unit, the <i>Jesuit Centre for Social Entrepreneurship (JCSE)</i>, aimed at measuring, supporting and evaluating its programmes, and those of its partners.</p> <p>The Cardoner Project has a strong focus on addressing local homelessness issues and has established strong relationships with allied organizations to this end. <i>The Two Wolves Social Inclusion</i> programme seeks to ensure that our community is open and welcoming to people from disadvantaged situations, including those living with disability. They form an essential part of our volunteer community.</p> <p>Bellarmino House is an intentional formation community for young male university students situated above <i>The Two Wolves: Community Cantina</i>. The Cardoner Project has a strong strategic relationship with Bellarmino House, albeit it a stand-alone entity. It is a leadership and faith accelerator programme, and central to the recruitment strategy for wider volunteer engagement.</p> <p>The various programmes within The Cardoner Project, when combined, constitute an integrated and unique model of youth engagement. Each programme feeds into the others to create a vibrant engagement hub through service.</p> <p>Working with a dedicated Board, you are primarily responsible for overseeing the organisation's governance, leadership, management and program delivery, in addition to review and implementation of the Strategic Plan.</p> | | |

You will have a passion for encouraging and mentoring young people combined with experience in innovative and entrepreneurial endeavours. You will actively seek innovation and creative solutions to complex, multi-stakeholder settings.

Possessing superior qualifications, you are a successful leader, with a proven capacity to lead and motivate teams. Your combination of commercial acumen with an alignment to a faith-based culture will ensure ongoing sustainability of this unique mission to young adults.

The Cardoner Project will formally incorporate in April of this year and the fundamental task of its newly incorporated Board is to consolidate its achievements and assess its strategic options for the future. In addition, we expect The Cardoner Project in the very near future to qualify for Deductible Gift Recipient (DGR) status, which will expand our fundraising opportunities dramatically.

Position Objective

The CEO is primarily responsible for overseeing the administration, governance, programs and strategic plan of the organisation. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

- The Two Wolves: Community Cantina
- The Two Wolves: Abroad
- The Two Wolves: Leadership Collective (including Social Inclusion)
- Jesuit Centre for Social Entrepreneurship

Position Specific Responsibilities

KEY TASKS

Board Governance

- Works with board in order to fulfill the organisational mission.
- Responsible for leading employees in a manner that supports and guides the organisation's mission as defined by the Board of Directors.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability

- Develops resources sufficient to ensure the financial health of the organisation.
- Responsible for the fiscal integrity of the organisation to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organisation.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Responsible for fundraising and developing other resources necessary to support the organisation's mission.

Organisation Mission and Strategy

- Works with board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach.
- Responsible for implementation of the organisation's programs that carry out the organisation's mission.
- Responsible for strategic planning to ensure that the organisation can successfully fulfill its mission into the future.

- Responsible for the enhancement of the organisation's image by being active and visible in the community and by working closely with other professional, civic and private organisations.

Organization Operations

- Oversees and implements appropriate resources to ensure that the operations of the organisation are appropriate.
- Responsible effective administration of the organisational operations.
- Responsible for the hiring and retention of competent, qualified staff.
- Responsible for signing all notes, agreements, and other instruments made and entered into and on behalf of the organisation.

Part 2: Selection Criteria

Mandatory Requirements

- A current Police Records Check
- Demonstrated ability to manage time and be a self-starter

Qualifications

- A bachelor's degree in a relevant discipline

Professional Experience

- Five or more years senior management experience
- Prior experience in a commercial, social enterprise, or not-for-profit environment

desirable or mandatory

Key Selection Criteria

- Excellent financial and demonstrated commercial acumen
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting to deadlines
- Strong organisational abilities including planning, delegating, program development and task facilitation
- Strong entrepreneurial capacity and a passion for creative thinking
- Experience in delivering successful business development strategies
- Possess effective strategic planning capabilities
- Possess change management capabilities

desirable or mandatory

- Transparent and high integrity leadership
- Ability to convey a vision of the organisation's strategic future to staff, board, volunteers and donors
- Ability to relate to, and inspire, young people
- Skills to collaborate with and motivate board members, staff and volunteers
- Pragmatic decision maker
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Strong public speaking ability

Signature: of supervisor

Date: _____

Role number: <<>>

Date reviewed: <<>>