

CEO



• *Be a driving force for change and inclusion*

CYDA is the national representative non-profit organisation advocating for children and young people living with a disability. It was incorporated in 2009 as a Company Limited by Guarantee.

Working with a committed Board, your brief is to secure CYDA's ongoing visibility and sustainability through the judicious stewardship of human and financial resources. Ensuring constructive relationships with government and the development of novel funding streams are critical success factors.

Appropriately qualified, you are a seasoned leader and manager who is familiar with the dynamics of a peak body in the human services sector. Your passion for youth and child affairs is predicated on a sound grasp of policy.

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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POSITION DESCRIPTION

POSITION TITLE: Chief Executive Officer

REPORTS TO: Board of Governance
Children and Young People with Disability Australia

LOCATION: Collingwood

BACKGROUND

Children and Young People with Disability Australia (CYDA) is the national representative organisation for children and young people with disability aged 0 to 25 years. It is funded primarily through the Department of Social Services and is a not for profit organisation.

CYDA'S VISION

CYDA's vision is that children and young people with disability living in Australia are afforded every opportunity to thrive, achieve their potential and that their rights and interests as individuals, members of a family and their community are met.

CYDA'S ROLE

CYDA has the mandate to advocate for children and young people with disability living in Australia and undertakes the following to achieve its purpose:

- **Listen and respond** to the voices and experiences of children and young people with disability.
- **Advocate** for children and young people with disability for equal opportunities, participation and inclusion in the Australian community.
- **Educate** national public policy-makers and the broader community about the experiences of children and young people with disability.
- **Inform** children and young people with disability, their families and care givers about rights and entitlements.
- **Celebrate** the successes and achievements of children and young people with disability.

CYDA is a non-government, not-for-profit organisation funded by the Australian Government and governed by a Board of Governance.

BUSINESS AND ADVOCACY PLAN

Our work is guided by our 'Strategic Plan 2017-2020' which outlines our strategic directions and the challenges ahead.

KEY CONTACTS

Internal: CYDA Board of Directors
CYDA Staff

External: Children and young people with disability, families, national peak advocacy bodies and disability sector organisations, Ministers, Members of Parliament, federal and state government departments, federal and state Ministerial offices, and other relevant stakeholders.

SUPERVISION, ACCOUNTABILITY AND SUPPORT

This position reports to the Board of Governance. An annual appraisal will be conducted by the Board.

KEY RESPONSIBILITIES

Ensure that all functions are implemented in accordance with CYDA's policies, oversee development and direct the implementation of the Strategic Plan in the following areas:

SYSTEMIC ADVOCACY

- Direct the research, policy and advocacy work of the organisation
- Develop and maintain processes which promote the involvement of members in policy development
- Maintain sound communication with members, disability groups/community organisations and government
- Represent the organisation on relevant external committees, or as required liaise with other disability organisations and stakeholders to provide effective representation on issues relevant to CYDA's objectives
- Lobby government and service providers to promote effective support and service provision for children and young people with disability and their families
- Represent the views of CYDA in forums and prepare submissions to government.
- Take a leadership role in initiating and responding to media interest issues for children and young people with disability and their families
- Promote CYDA as a peak, national advocacy body, representing the interests of children and young people with disability and their families
- Provide high quality community education
- Responsible for the development of organizational publications and communications including e-bulletins, and organisational issue papers.

STAFF MANAGEMENT

- Manage and lead the organisation to maintain a high level of morale and willingness to meet the challenges in achieving the organisation's objectives
- Oversee and participate in the selection of staff and volunteers
- Oversee and monitor the performance of staff and volunteers
- Provide directly or oversee staff and volunteer supervision
- Monitor staff and volunteer performance and conduct regular review of position descriptions. Ensure issues of relevance are communicated to the Board of Governance
- Ensure appropriate professional development is available for staff
- Develop and maintain a harmonious industrial relations environment
- Review and maintain employee/volunteer policy and procedural manual
- Ensure a work environment that complies with OH&S requirements.

FINANCIAL MANAGEMENT

- Oversee and be responsible for the annual recurrent and capital budgets and financial systems
- Initiate and apply for appropriate funding as determined by the Strategic Plan, or as directed by the Board of Governance
- Ensure all organisational activities are implemented in accordance with approved budgets
- Provide timely reports to the Board of Governance.

ORGANISATIONAL PLANNING AND COMMUNICATION

- Advise the Board of Governance on organisational policy/procedures and be responsible for the process of policy review and development
- Ensure the Board is fully informed of legislative and other external changes requiring policy development
- Develop an Annual Operational Plan based on the Strategic Plan
- Provide timely reports to the Board
- Investigate and monitor strategies for improvement in service delivery and table recommendations to the Board
- Maintain effective communication within the organisation
- Prepare the Annual Report of Children and Young with Disability Australia
- Attend meetings of the Board of Governance and subcommittees as required
- Ensure all directions and resolutions of the Board are efficiently enacted.

WEBSITE AND MEDIA

- Oversight of organisational website and content update
- Manage/oversight approval of all organisational e-communications
- Ensure regular monitoring of media and social media is undertaken by CYDA
- Liaise with media representatives as required
- Prepare media releases, alerts, briefs and manage social media presence
- Undertake public promotion and community awareness activities relating to specific issues as they arise.

PERFORMANCE CRITERIA:

INFORMATION RESOURCES

- Timely production and distribution of information resources each year including core publications, the Annual Report and other publications as determined.

SYSTEMIC ADVOCACY

1. Maintain strong advocacy in the government and service provision sector to promote effective support and service provision for children with disabilities and their families
2. Maintain and develop collaborative partnerships with a range of disability advocacy organisations
3. Generate increased media interest about issues for children with disability and their families.
4. Maintain strong representation by CYDA on relevant external committees, or as required by the CYDA Board and reported to the Board.

ORGANISATIONAL INFRASTRUCTURE

1. Effective communication with the CYDA Board including timely provision of committee papers including financial reports to be received by committee members no less than five (5) working days prior to committee meetings
2. Maintain effective communication within the organisation
3. Review, maintain and develop the Annual Operational Plan from the three-year Strategic Plan
4. Attend meetings of the CYDA Board and subcommittees as required.
5. Ensure all directions and resolutions of the CYDA Board are efficiently enacted.

FINANCIAL MANAGEMENT

1. Manage the annual recurrent and capital budgets and financial systems.
2. Rigorously pursue funding as determined by the Strategic Plan; to maintain current CYDA Staff positions; or as directed by the CYDA Board which includes
 - Renegotiate DSS Service Agreement with the aim of increasing the three-year recurrent core grant
 - Investigate and apply to other funding streams including corporate and community sectors
3. Ensure all organisational activities are implemented in accordance with approved budgets.
4. Service, acquit and report to funding bodies as required by the funding agreements within specified timelines.

STAFF MANAGEMENT

1. Consolidate processes of HR management including efficient management of staff, including annual staff appraisals as well as effective recruitment of personnel as required
2. Efficient staff supervision
3. Provide opportunities for professional development to all staff as deemed necessary
4. Maintain effective industrial relations.
5. Ensure OH&S compliance.
6. Demonstrate improved quality management, supervision and support of paid staff and volunteers
7. Manage and lead the organisation to maintain a high level of morale
8. Develop a comprehensive policy and office procedures manual encompassing all levels of CYDA activity and personnel management.

QUALIFICATIONS

An appropriate tertiary qualification is required in public policy or one which is relevant to the disability or community sector.

KEY SELECTION CRITERIA

- Excellent knowledge of the disability sector including an understanding of experience and issues of relevance to children and young people with disability
- Outstanding knowledge of Australian politics, systems and public policy
- Demonstrated leadership, management and team building experience
- Excellence in interpersonal communication skills (written and oral) and information technology skills.
- An understanding of the role of a peak body in a complex service system



- Demonstrated experience in lobbying and campaigning at all levels of government
- Capability to perform effectively in all forms of media, especially radio and print
- Demonstrated relationships with key stakeholders, government and media
- Strong financial management skills, including the ability to prepare and acquit funding submissions in a timely fashion
- Excellent time management skills and the ability to prioritise demands and follow through on key tasks in a timely manner
- An ability to work as part of an inclusive and collaborative team
- Appropriate tertiary qualifications relevant to the disability or community sector.

SALARY AND CONDITIONS

Salary will be commensurate with qualifications and experience. Packaging is available.

A mobile phone and laptop are provided as part of the salary package with their use to be in accordance to related CYDA policies.

This is an above-award paying position. Conditions of employment are set out in the Employment Agreement and generally align with those available in the community services industry.

SUPERANNUATION

Superannuation payments will be made on your behalf at a rate of 9.5% (as amended from time to time) of your base salary in accordance with the Superannuation Guarantee into a Superannuation fund of your choice.

HOURS OF WORK

The position is full time and requires some out-of-business-hours work. This is recognised in the salary package.

Signed by:

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Approved by:

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Theresa Duncombe
Chair
Children and Young with Disability Australia

Date: / / 2019

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