

CEO



• *Purpose-driven youth services at their best*

The Youth Junction was established 15 years ago to respond to the needs of young people aged between 12 and 25 years. Now the largest not for profit, co-located youth services facility in Australia, it comprises 12 well networked entities offering 20 programs for the most marginalised young people in our community.

Supported by the Board and working collaboratively with all levels of government, your brief is to manage the operations of the Visy Cares Hub (VCH) and deliver a clear strategy for the long-term growth and sustainability of the organisation. Stakeholder engagement, governance, leadership and financial management are the critical success factors.

Possessing relevant tertiary qualifications and a proven commitment to the concepts of social justice and community service, you will relish the opportunity to take on this unique proposition.

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 Lesley Lightfoot on 03 9602 1666, in confidence.

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POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

BACKGROUND

In 2005 The Youth Junction Inc. secured the last remaining building of the H.V McKay Harvester Factory site in Sunshine. The 'bulk store' was refurbished and revitalised to create the Visy Cares Hub (VCH), Australia's largest co-located youth services facility. The Hub comprises 12 well networked entities offering 20 programs that respond to the needs of disadvantaged young people between the ages of 12 and 25.

The Youth Junction has three primary roles within the community:

- Project lead of the Hub
- Facilitator of collaborative practice across youth services
- Designer and developer of youth specific programs

REPORTING RELATIONSHIPS

The Chief Executive will be accountable to the Board of the Youth Junction Incorporated.

PRIMARY PURPOSE OF THE POSITION

Supported by the Board and working collaboratively with all levels of government, the CEO will manage the operations of the VCH and deliver a clear strategy for the long-term growth and sustainability of the organisation.

PRINCIPAL DUTIES

The CEO shall:

- Manage the operations of the Centre, by providing a coordinated approach to service delivery that meets the needs of young people and the Centre's stakeholders.
- Develop and obtain Board approval for the annual Business Plan, Operating Budget and Communication Plan based on the five-year Strategic Plan.
- Oversee the preparation of all necessary information/data in preparation of the annual audit.
- Prepare preliminary content for the annual report for Board approval.
- Provide high level advice, information and recommendations to the Board on a range of social and budgetary issues of significance for the ongoing development of the centre and the co-located service delivery model.
- Plan, develop and provide advice and recommendations to the Board relating to future plans for the efficient and effective delivery of services to young people from the Centre.
- Chair the Tenants Senior Managers Group monthly meetings.

- Facilitate and ensure the successful and ongoing implementation of data sharing amongst agencies within the Centre, including statistical collection, analysis and trend reporting to the Board on a regular basis.
- Achieve pre-agreed Key Performance Indicators and year-end net financial results and targets set by the Board.
- Develop partnerships with relevant stakeholders to leverage funding opportunities/efforts, including grant applications, philanthropic partnerships, and other fundraising activities.
- Undertake such duties and exercise such powers, authority and discretion in relation to the business of the Board as may from time to time be delegated to the CEO.

SKILLS AND ATTRIBUTES:

Relevant tertiary qualifications

Proven commitment to the concepts of social justice and community service

Demonstrable stakeholder engagement, governance, leadership and financial management skills