

Position Description

Position Title: Chief Executive Officer (CEO)

Position Type: Permanent Part Time

Employment Status: 30 hours per week

Location: 6B Henry Street, Pakenham Vic, 3810

Salary & Benefits:

- \$95,000 - \$100,000 per annum + super (negotiable based on experience)
- Salary packaging options available
- Flexible work arrangements

Organisational Relationships:

Reports to: Board of Directors

Supervision: All members of staff, including volunteers and sessional tutors

Internal Liaisons: Neighbourhood House users, Board members

External Liaisons: Government departments, Government and non-government agencies, philanthropic foundations, community groups, community leaders and community members

1. Organisational Overview

Living & Learning Pakenham Inc. (LLP) is a community-based organisation committed to fostering lifelong learning, social inclusion, and community development. As a Neighbourhood House and Learning Centre, LLP provides programs and services that empower individuals, enhance education, and promote well-being within the Cardinia Shire. Through meaningful engagement and support, LLP strengthens the local community by creating opportunities for participation, skill development, and social connection.

Vision: A healthy and connected community that thrives on a foundation of justice, equality, and social inclusion.

Mission: To alleviate disadvantage within 'at risk' communities by proactively responding to identified needs. This is achieved by designing and implementing projects and programs that deliver skills and resources, enabling full and effective participation in society.

Key Strategic Goals:

Living & Learning Pakenham Inc. (LLP) has outlined its strategic direction for 2023-2026, focusing on the following key goals:

1. **Empowerment:** Deliver high-quality education, support services, employability skills, and community connections to marginalised and vulnerable individuals, enabling their full participation in society.
2. **Leadership:** Establish LLP as the leading provider in Cardinia Shire for services that promote participation, regardless of cultural, socio-economic status, or educational background.

3. **Community Engagement:** Strengthen relationships with key stakeholders, including community members, government agencies, funders, and partner organisations, to advocate for community needs and represent LLP in relevant networks.
4. **Financial Sustainability:** Develop and manage the organisation's budget to ensure financial sustainability, including identifying and securing funding opportunities such as grants, sponsorships, and partnerships.
5. **Organisational Excellence:** Foster a culture of innovation, inclusion, and continuous improvement within LLP, ensuring compliance with all legal, regulatory, and funding requirements.

These goals are designed to guide LLP in addressing the evolving needs of the Cardinia Shire community, particularly in response to rapid population growth, increasing cultural diversity, and shifting demographics. The strategic plan was developed with input from the Board of Directors, staff, and various stakeholders, and aligns with local and state government policies.

2. Position Summary

The CEO is responsible for the strategic leadership, operational management, and financial sustainability of Living and Learning Pakenham Inc. (LLP). The role involves working closely with the Board of Directors, staff, volunteers, funding bodies, and the wider community to achieve the organisation's mission and objectives.

The CEO is also responsible for maintaining a warm, welcoming and positive environment where all members of the extended LLP community are able to socialize and learn effectively.

3. Key Responsibilities

3.1 Leadership & Strategy

- Provide strategic leadership in line with the vision and values of Living & Learning Pakenham Inc. (LLP).
- Develop and implement the organisation's strategic and operational plans.
- Foster a culture of innovation, inclusion, and continuous improvement.
- Represent the organisation at local, regional, and state levels.

3.2 Governance & Compliance

- Work collaboratively with the Board of Directors, ensuring good governance practices.
- Ensure compliance with all legal, regulatory, and funding requirements.
- Prepare reports and provide recommendations to the Board on key organisational matters.
- Implement and maintain policies and procedures that align with governance frameworks.

3.3 Financial & Resource Management

- Develop and manage the organisation's budget, ensuring financial sustainability.

- Oversee financial reporting, risk management, and funding acquittals.
- Identify and secure funding opportunities, including grants, sponsorships, and partnerships.

3.4 Community Engagement & Partnerships

- Strengthen relationships with key stakeholders, including community members, government agencies, funders, and partner organisations.
- Advocate for community needs and represent Living & Learning Pakenham in relevant networks.
- Oversee the design and delivery of community-based programs and initiatives.

3.5 Human Resource Management

- Lead and support staff and volunteers to deliver high-quality programs and services.
- Foster a positive workplace culture that values teamwork, professional development, and inclusivity.
- Ensure compliance with HR policies, employment legislation, and workplace health and safety standards.

4. Key Selection Criteria

Essential Criteria:

- Demonstrated experience in a senior leadership and/or management role within the community, not-for-profit, or education sector.
- Strong strategic planning, governance, and financial management skills.
- Experience in leading and managing teams, including staff and volunteers
- Proven ability to engage with and maintain positive relationships with diverse stakeholders, including government agencies and community groups.
- Experience in securing and managing funding, grants, and sponsorships.
- Excellent communication, negotiation, and advocacy skills.
- Knowledge of relevant legislation, compliance, and risk management frameworks.

Desirable Criteria:

- Tertiary qualifications in community development, business management, education, or a related field.
- Understanding of the Neighbourhood House sector and Adult Community & Further Education (ACFE) funding frameworks.
- Experience in managing programs for diverse and vulnerable communities.

5. Terms & Conditions

- The position is subject to a 6-month probationary period.
 - Employment is contingent on a satisfactory Police Check and Working with Children Check.
 - Some evening and weekend work may be required.
 - Remuneration will be in accordance with Social, Community, Home Care, and Disability Services Award Level 7.3. Reference: <https://awards.fairwork.gov.au/MA000100.html>
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6. Application Process

Applicants must submit a cover letter addressing the key selection criteria, along with a current resume, and include the name and contact details for three professional referees to info@livinglearning.org.au. Applications close at 5:00pm on Friday 21 March 2025.

Please note: applicants invited for interview will be asked to deliver a 3-minute “elevator pitch” outlining your five-year vision for the Neighbourhood House.

7. Further information

In the first instance please email Board Chairperson, Dr Ian Fraser, at chairperson@livinglearning.org.au