



## CHIEF EXECUTIVE OFFICER (CEO)

### Position Description

#### WILDCARE INCORPORATED OVERVIEW

Wildcare Incorporated is the largest and fastest growing incorporated environmental volunteer group in Tasmania, with Membership of around 6000.

For the past 20 years Wildcare Inc. have delivered natural and cultural heritage conservation projects and reserve management throughout Tasmania. Our work extends throughout reserves, on private land and even in offices.

We work in close partnership with Government agencies who have responsibility for managing our environment as well as with local Government and private landowners. We have around 90 Branches located all around Tasmania, caring for National Parks and reserves, wildlife and cultural sites.

We welcome Sponsorship to support conservation projects and programs, through our corporate programs.

Wildcare Incorporated has four (4) main areas of Volunteer activity;

- ❖ Community Action in Reserves (CARes) which assists in Reserve Management
- ❖ Nature Care which involves assisting with nature conservation
- ❖ Heritage Care which involves assisting cultural heritage conservation
- ❖ Wildcare Incorporated Office which involves assisting and supporting our Members.

#### POSITION OVERVIEW AND PRIMARY FOCUS

The Chief Executive Officer (CEO) of Wildcare Incorporated, in partnership with the Board of Directors, is responsible for the success of Wildcare Incorporated. The CEO will operate within a close working relationship with the appointed and elected Co-Chairs.

The CEO will focus on;

- ❖ Working collaboratively, the Board of Directors and CEO will work towards assuring the relevance of Wildcare Incorporated to the community, the achievement of Wildcare Incorporated goals of 'caring for wild places, wildlife and cultural heritage' and the accountability and compliance with the relevant legal requirements.
- ❖ The CEO, in partnership with the Wildcare Incorporated Board of Directors is to provide contemporary governance, leadership and management of Wildcare.

- ❖ The CEO is directly responsible to the Board of Directors for leading and managing the organisation, ensuring the vision, strategic initiatives and strategies are at the forefront of key decision making.

The performance measurements which the CEO will be assessed on include:

- ❖ Governance, leadership and management
- ❖ Strategic business development and growth
- ❖ Culture, Customer and Business Excellence
- ❖ Financial success and sustainability.

<b>Reports To:</b>	The Board of Directors delegates responsibility for the management and day-to-day operations of Wildcare Inc to the CEO in accordance with directions and processes established by the Board.  ❖ The CEO reports directly to the Appointed Co-Chairs.
<b>Position Location</b>	This position is based in Hobart however may require travel and to work at various locations.

## TERMS OF EMPLOYMENT

<b>Employment Arrangements</b>	The CEO role is appointed on a part time basis and will be subject to an initial six month probationary period.  The performance of the CEO will be reviewed against the categories of measurement and the key performance indicators stated within this position description.
<b>Days of Work</b>	The CEO's part time days will be three (3) days per week and will be worked in line with the requirements of the organisation.
<b>Remuneration</b>	<ul style="list-style-type: none"> <li>❖ All-encompassing annualised salary of \$60,000 per annum (pro rata);</li> <li>❖ Superannuation contribution will be the minimum amount as required by legislation based on the salary stated;</li> <li>❖ Opportunities for professional development (where agreed by the Board).</li> </ul>
<b>Loaned Items</b>	❖ Mobile Phone;
<b>Position Documentation</b>	<ul style="list-style-type: none"> <li>❖ CEO - Contract of Employment</li> <li>❖ CEO - Position Description and Key Performance Indicators;</li> <li>❖ Wildcare Incorporated Strategic Plan (where relevant);</li> <li>❖ Wildcare Incorporated organisational processes</li> </ul>
<b>Key Working Relationships</b>	<ul style="list-style-type: none"> <li>❖ Co-Chairs of the Board</li> <li>❖ Board of Directors</li> <li>❖ Employees and Volunteers</li> <li>❖ Workers and Contractors</li> <li>❖ Commonwealth and State Government Departments</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Peak Body Associations</li> <li>❖ Industry Partners</li> <li>❖ Wildcare Incorporated Members</li> <li>❖ Suppliers</li> </ul>
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<b>PRIMARY RESPONSIBILITIES</b>
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<b>Legislative Compliance</b>	<p>The CEO will maintain Wildcare Incorporated’s organisational and legislative compliance as per the following;</p> <ul style="list-style-type: none"> <li>❖ Manage and maintain organisational and legislative compliance regulations for incorporated bodies;</li> <li>❖ Ensure appropriate recordkeeping obligations by filing all necessary returns to meet State and Federal laws.</li> <li>❖ Ensure compliance with relevant industry bodies including however not limited to the following; <ul style="list-style-type: none"> <li>➢ Australian Charities and not-for-profits Commission,</li> <li>➢ Australian Tax Office,</li> <li>➢ Register of Environmental Organisations</li> <li>➢ Consumer Affairs and Fair-Trading Tasmania.</li> </ul> </li> <li>❖ Ensure that Wildcare Inc. holds appropriate insurances and these are kept current and filed appropriately.</li> </ul>
<b>Administrative Functions</b>	<p>Undertake and manage required clerical and administrative functions of Wildcare Incorporated including however not limited to:</p> <ul style="list-style-type: none"> <li>❖ Manage and ensure the appropriate completion of all administrative and clerical functions and related tasks;</li> <li>❖ Ensure all required documentation is accurate and produced within required timeframes.</li> <li>❖ Provide the necessary day to day management of organisational employees, contractors and Volunteers.</li> <li>❖ Provide advice and direction to employees, contractors and volunteers on relevant business matters in accordance with organisational processes.</li> </ul>
<b>Strategic Planning</b>	<p>Lead the development and implementation of Wildcare’s strategic plans as follows;</p> <ul style="list-style-type: none"> <li>❖ Development and implementation of organisational strategic plans for the key strategic areas of Fundraising, Marketing and Communication.</li> <li>❖ Undertake a key role in the implementation of the organisational Strategic Planning process, reporting implementation and continuous review.</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Support any additional planning initiatives as required by the organisation and at the direction of the Board.</li> </ul>
<p><b>Financial Management</b></p>	<p>Manage Wildcare Incorporated’s financial obligations by applying contemporary principles and practices, in addition;</p> <ul style="list-style-type: none"> <li>❖ Oversee all aspects of the daily financial and expense related activities within the CEO’s responsibility and ensure purchases, expenses and reimbursements are in accordance with the Wildcare Incorporated’s financial obligations and processes;</li> <li>❖ In collaboration with the Treasurer of Wildcare Incorporated, develop and present the Annual Budget for approval by the Board.</li> <li>❖ In collaboration with the Wildcare Incorporated Bookkeeper, oversee the financial operations of Wildcare Incorporated.</li> <li>❖ Prepare and review budgets constantly to compare these with actual results and report to the Board as required.</li> </ul>
<p><b>Community Relations and Fundraising</b></p>	<p>Manage Wildcare’s Community Relations and fundraising efforts in alignment with the organisational direction;</p> <ul style="list-style-type: none"> <li>❖ In conjunction with the appointed Co-Chairs, facilitate the integration of Wildcare Incorporated into the fabric of the Tasmanian community.</li> <li>❖ Engage and consult with all levels of the community (from individuals through to government) to improve the environmental and conservation outcomes.</li> <li>❖ Develop sponsorship networks and relationships.</li> <li>❖ Fundraising oversight including planning and implementation, identifying resource requirements, researching sources, establishing strategies to approach funders, submitting proposals and administering fundraising records and documentation.</li> </ul>
<p><b>Board Meeting Role</b></p>	<ul style="list-style-type: none"> <li>❖ In conjunction with the Secretary of Wildcare Incorporated prepare recommendations for actions and follow up on actions as guided by the Board.</li> <li>❖ Attend Board meetings as a support person to the Secretary and present any reports as requested by the Board.</li> </ul>
<p><b>Work Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>❖ All employees have a “Duty of Care” under the Workplace Health &amp; Safety Act 2012 in assisting to maintain a safe workplace in which employees, clients or members of the public are free from injury or risk to health.</li> </ul>

- ❖ Be aware of accident or injury procedures and advise the Co-Chairs immediately of any accidents, incidents, hazards or "near misses" which occur within the workplace, work areas or in any work-related location when representing Wildcare Incorporated.

## SELECTION CRITERIA

<b>Essential Experience</b>	<ol style="list-style-type: none"> <li>1) An understanding and empathy with Wildcare Incorporated's mission, culture and values.</li> <li>2) High level verbal and written communication skills, along with a demonstrated ability to confidently communicate at all levels.</li> <li>3) Strong IT skills along with a demonstrated ability to use social media for the development of awareness and recognition of our brand.</li> <li>4) Excellent leadership skills along with the demonstrated ability to successfully manage a team which includes the broader community of clients or volunteers.</li> <li>5) Strong knowledge of business practices, including awareness of the legal framework covering the not-for-profit sector.</li> <li>6) Demonstrated ability to develop relevant plans and engage others in the successful implementation of such plans.</li> <li>7) Appropriate leadership, industry registrations or tertiary qualifications which are relevant to Wildcare Incorporated.</li> <li>8) Experience working with a Board of Directors, or the capacity to obtain the required skills within a reasonable timeframe.</li> <li>9) Experience in the delivery of stringent project requirements and key performance indicators.</li> </ol>
<b>Highly Desirable</b>	<ol style="list-style-type: none"> <li>10) Proven knowledge and experience in promotion, fundraising and development of key stakeholder relationships within a not-for-profit organisation.</li> <li>11) Knowledge and practical application of contemporary governance principles and practices.</li> <li>12) Understanding of the financial requirements for a not-for-profit organisation.</li> </ol>

To apply for this role, please forward a cover letter addressing the Selection Criteria, a current resume and a minimum of two (2) professional referee contacts addressed to: Secretary, Wildcare Inc Board emailed to: [secretary@wildcaretas.org.au](mailto:secretary@wildcaretas.org.au)

**Applications Close on Monday 7<sup>th</sup> May 2018 at 9.00am**

*Please note applications will be shortlisted as received as this is an immediate vacancy.*