



## Role description

### Chief Executive Officer

Reports to	Chair, Board of Directors
Location	Melbourne
Employment basis	Contract
Status	1
Salary	
Direct reports	Business Manager, Communications and Marketing Coordinator, Refugee Programs Director, Aboriginal Partnerships Director
Benefits	Annual leave, sick leave Jewish holidays Salary Packaging
Date	March 2019

#### 1. Overview of STAND UP

STAND UP: Jewish commitment to a better world LTD (formerly Jewish Aid Australia) is a not-for-profit organisation dedicated to pursuing social justice for disadvantaged communities in Australia. Jewish values urge us to question injustice, act, and take collective responsibility.

Our current community-based programs are Refugee Support and Indigenous Partnerships. We believe that creating long-term, meaningful partnerships is the most effective way of facilitating change. We aim to empower the communities with which we work by supporting them to develop the skills and networks to take action on their own behalf.

Our education programs engage the Jewish community towards pursuing social justice. STAND UP sparks and sustains social change by channelling the unlimited passion and potential of Jewish change-makers into action for a more just world.

#### Primary purpose of this role

As the leader of the organisation, this position is responsible for the overall strategy and administration of the organisation. Key aspects of this role are the implementation of the strategic and operational plan, fundraising, marketing, external communications, risk management, staff and volunteer management. Three crucial parts of the role are promoting the integrity of the brand, ensuring sufficient revenue for all activities, and nurturing the culture of *chesed tzedakah* and *tikun olam*.

## 2. Key accountabilities

Key area	Responsibility
Strategy	<ul style="list-style-type: none"> <li>Oversee and ensure that each operational unit within Stand Up is planning for the future and that these strategies come together to support the overall mission of Stand Up.</li> <li>Lead the development of the strategy with the board.</li> </ul>
Culture	<ul style="list-style-type: none"> <li>Nurture an internal culture of quality, impact and passion, and ensure a strong connection to Jewish values.</li> </ul>
Human Resources	<ul style="list-style-type: none"> <li>Lead and inspire a highly motivated team of people and support the personal and professional development of the staff and volunteers in a safe work environment.</li> <li>Manage the performance of staff through regular meetings and an annual performance review.</li> </ul>
Education	<ul style="list-style-type: none"> <li>Lead the education programs through mentoring staff, developing informal education skills in staff and volunteers, and facilitating programs on occasion.</li> </ul>
Stakeholder relations	<ul style="list-style-type: none"> <li>Represent Stand Up through public speaking and stakeholder relations, and to protect the Stand Up brand.</li> <li>Maintain effective information flow between all Stand Up stakeholders, particularly the staff, volunteers, the Board of Directors and the community.</li> </ul>
Fundraising	<ul style="list-style-type: none"> <li>Create and implement the fundraising strategy to ensure Stand Up receives the necessary funding to deliver the strategic goals.</li> </ul>
Risk Management	<ul style="list-style-type: none"> <li>Oversee the management of risk in the various Stand Up activities and develop appropriate responses in the case of those risks becoming realised.</li> </ul>
Financial Management	<ul style="list-style-type: none"> <li>Oversee the financial management of Stand Up and ensure transparency, integrity and solvency in all of Stand Up's finances.</li> </ul>
Board of Directors	<ul style="list-style-type: none"> <li>To participate at the Stand Up Board of Directors and provide the link between the staff and the Board.</li> <li>Report on risks, achievements and goals regularly.</li> </ul>

## 3. Significant internal and external relationships

Stand Up Chair, Board of Directors

Reports monthly to board of Directors.

## 4. Knowledge, skills and experience

*Essential*

- Understanding of small businesses and/or non profit businesses

- Written and oral communication skills
- Public speaking
- Leadership and management skills
- Financial and administrative skills
- Understanding of community, regional and global development issues and their inter-relationships
- Cross cultural communication skills
- Knowledge and experience of the Australian Jewish Community.
- A broad understanding of the wider impacts on STAND UP'S work including issues such as international politics, development philosophy, cross cultural understanding, and the social, cultural and economic aspects of the communities and countries in which STAND UP works.

#### *Qualifications*

- A higher degree or equivalent experience in: management, community or international development

#### **5. Personal attributes**

- Understanding of and commitment to Stand Up's development philosophy, principles and objectives
- Personable with an entrepreneurial spirit
- Patience and tolerance for other perspectives
- Capacity to work under pressure
- Capacity to travel domestically and internationally
- An appreciation for the historical and contemporary Jewish thought on *chesed, tzedakah and tikun olam*

#### **6. Capabilities for the role**

- Experience working both autonomously and in a team environment
- Ability to think critically and solve problems
- Strong planning and organisational skills, including the ability to effectively plan and prioritise
- Good interpersonal skills and demonstrate open communication.
- Ability to promote and demonstrate open communication across the organisation
- 5 years proven ability to lead, manage and motivate a team

#### **7. Additional organisational requirements**

##### *Compliance with policies and procedures*

Staff are required to sign and agree to comply with the Stand Up Code of Conduct and all of Stand Up's policies and Procedures, provided during the staff induction or training process. Key policies are readily available on the Stand Up website. For a full copy, please refer to the intranet (Stand Up dropbox).

##### *Safe environment for children and young people*

Stand Up provides a safe and supportive environment for children and young people. As part of your role, it is expected that you:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with children' documentation;
- undergo periodic 'national criminal history record' checks;
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people.