



**T H I R R I L I**

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<b>Location</b>	Negotiable
<b>Position Type</b>	Full Time – 38 Hours per Week Working outside of normal business hours and some travel will be required
<b>Salary</b>	Total Package range \$180-\$220K per annum (includes superannuation) Salary Packaging Available
<b>Employment instrument</b>	National Employment Standard – Fair Work Act (2009)
<b>Delegation:</b>	In accordance with Thirrili Policy and Procedures
<b>Reporting to</b>	Chair, Board of Directors
<b>Responsible to</b>	Board of Directors

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## Organisational Overview

### Our Organisation

Thirrili Limited is an established not for-profit company limited by guarantee. Its principle purpose is to contribute to the broader social wellbeing of Aboriginal and Torres Strait Islander people who are disadvantaged by:

- reducing the high rates of suicide through designing, delivering and operating a critical response system to help affected individuals and their extended families cope with suicides and traumatic incidents in their community
- coordinating and supporting the provision of social support, practical assistance and advocacy support to affected individuals and their extended families
- building the capacity of local Aboriginal and Torres Strait Islander communities and service providers to care for and respond to social disadvantage, including suicides and traumatic incidents in their community
- strengthening individual, family and community resilience and social wellbeing, and
- otherwise assisting Aboriginal and Torres Strait Islander people and communities who are disadvantaged or otherwise in need of support and relief.

Since its establishment in early 2017, Thirrili has taken on a national leadership role in the provision of specific postvention support and assistance to its Aboriginal and Torres Strait Islander community. Thirrili Ltd operates from a strengths-based approach delivering on its mission of *“supporting our people and communities to stem suicide and trauma.”*

Thirrili’s Chief Executive Officer reports to the Thirrili Board of Directors through the Chair of the Board.

### Our Mission

Supporting our people and communities to stem suicide and trauma

## Our Purpose

Thirrili's principal purpose is to contribute to the broader social wellbeing of Aboriginal and Torres Strait Islander people who are disadvantaged by:

- reducing the high rates of suicide through designing, delivering and operating a critical response system to help affected individuals and their extended families cope with suicides and traumatic incidents in their community;
- coordinating and supporting the provision of social support, practical assistance and advocacy support to affected individuals and their extended families;
- building the capacity of local Aboriginal and Torres Strait Islander communities and service providers to care for and respond to social disadvantage, including suicides and traumatic incidents in their community;
- strengthening individual, family and community resilience and social wellbeing; and
- otherwise assisting Aboriginal and Torres Strait Islander people and communities who are disadvantaged or otherwise in need of support and relief.

Thirrili employs a dedicated team of professionals that provides support across all states and territories within Australia to take on this important work.

## We deliver

The primary program Thirrili delivers is Indigenous Suicide Postvention Services which:

- provides culturally responsive support for Aboriginal and Torres Strait Islander families affected by suicide-related or other trauma
- strengthens community capacity and resilience in communities where there have been high levels of suicide to better respond to critical incidents and strengthen service system coordination, and supports systems change through advocacy on emerging issues, sharing our learnings of good practice, participating in networks to address critical issues to stem suicide and providing training and support to services providers delivering postvention support.

## Our Values

Our values include:

- providing respectful and responsive support
- working in trauma informed and culturally safe ways
- honesty and integrity in our relationships
- working collaboratively with communities, and
- strengthening resilience and wellbeing of communities.

## Position Overview

The CEO is responsible to the Board of Directors. This role is pivotal in leading the development and execution of organisational strategy and services in an environment of key policy reform positioning Thirrili to take advantage of opportunities that arise and ensuring its ongoing future sustainability and community effectiveness.

The position requires a balanced leadership approach bringing high level strategy expertise and a willingness to be "hands-on" as required. The CEO leads a small team to deliver services to the first peoples community. An entrepreneurial approach to business development and sophisticated relationship building skills will ensure the success of this role at this a time of major change.

### General Description

- Leads the development and execution of the strategic plan for the organisation
- Supports the Board of Directors to meet governance requirements, providing monthly updates on business activities and progress towards achieving strategic objectives
- Drives funding, securing and growing revenue streams to support on-going achievement of the organisation's mission and financial targets
- Manages and implements tasks and activities that meet with contractual requirements
- Grows service awareness, recognition, perception and reach
- Manages, accountable for, and directs staff, both paid and volunteer

### Relevant Qualifications and Work Experience

- Bachelor's degree in a relevant field and/or demonstrated experience in public administration at a senior level in either public service, Aboriginal business and/or community organisation.
- Demonstrable success and experience managing and growing a medium to large not-for-profit or business service.
- Motor Vehicle Driver's License
- Satisfactory Police record check
- Satisfactory Working with Children Check
- Preparedness to undergo Probity checks as required by the funding Agency

### Mandatory

#### *Special Conditions*

Being Aboriginal or a Torres Strait Islander is a genuine occupational requirement for this position.

The successful candidate will be required to travel to other areas within Australia as required.

It is anticipated that travel away from the position base will be required.

Thirrili Ltd will meet accommodation and travel expenses in accordance with organisational policies.

As the program/service is required to respond to suicide and trauma, which is unpredictable in timing, the incumbent is expected to be flexible and responsive with their availability to work and travel.

### Desirable:

- Ideally, a higher qualification in business development, finances, education, economics or management
- Professional Association membership
- Previous CEO experience or commensurate experience
- Previous experience of working to a Board
- Previous experience of managing a national program
- Preparedness to travel when required

### Major Functions / Accountabilities

#### 1. Board of Directors

- Coordinates and manages all aspects of Board management i.e., agendas, minutes and board documentation
- Reports to the Board monthly on organisation activities
- Attends all sub-committees and activities (as directed by the Board)

**2. Program, Project and Service Delivery**

- Develops and implements Strategic Plans, Operational Plans, Project/s Plans & management, performance measures and budgets as directed by the Board.
- Leads the implementation of services, activities and tasks in relation to service delivery in compliance with contractual agreements.
- Takes responsibility, through management role for all Projects and organisational objectives

**3 Financial Management**

- Managing the monthly allocated budget and reporting to the Board any major variances
- Provides Board of Directors meetings with financials to date or other Reports as required
- Works with the Executive team to develop budgets for the organisation, projects and organisational activities
- Reviews approved plans and budgets as required (e.g. Annual Report) and provides recommendations as needed

**4. Staff Management**

- Manages organisational structure with appropriate communication plan to ensure effective communication between management and staff
- Establishes and/or maintains appropriate human resource management policy and practice
- Establishes and/or maintains appropriate occupational health and safety policy and practice
- Ensures staff appraisal and performance measurement is conducted regularly to agreed KPI's.
- Manages all projects / activities, directly and/or through delegation as required

**5. Relationship Building, Community and Public Relations**

- Develops and executes an appropriate, timely strategic marketing plan to ensure that funding KPIs are met
- Ensures the organisation (Objectives, Purpose, Mission, Projects, etc) is consistently presented in a strong and positive manner, to all stakeholders
- Identifies and articulates (through projects & activities) the needs of all relevant stakeholders
- Establishes and/or maintains the necessary relationships/contacts with essential stakeholders including key peak bodies, consumers and Aboriginal and Torres Strait Islander clients and communities
- Develops appropriate information, public relations and communication methodologies (e.g. newsletters, brochures, media releases, website etc.)

**6. Securing Funding**

- Builds and maintains effective relationships with Government Funders.
- Identifies further funding opportunities and potential sources of revenue including sponsorship, industry/business, Trusts and Foundations.
- Establishes plans and methodologies for accessing funding for operational and project expenditure
- Coordinates and manages all submissions/tenders

## Key Desired Skills / Competencies

- **Leadership and Management Skills**
  - Five years' experience in a senior leadership position

- Experience in the management of a not-for-profit body delivering community services
- Ability and experience as leader and with management (resources, finances and organisational objectives) and staff
- High level of group facilitation/management skills i.e., sub-committees, project groups, staff meetings
- Proven team building, motivation and management skills
- Proven ability to manage growth through organisational transformation
- **Interpersonal and Communication Skills**
  - Strong public relations, communication, presentation and negotiation abilities
  - Interpersonal skills to include effective time management skills, major decision making and problem solving skills
  - Ability to efficiently select, gather, analyse and evaluate information to generate realistic options
  - Excellent written communication skills and report writing skills
- **Marketing Skills**
  - Maintains a strong customer service focus (including “internal customers”)
  - Marketing skills including promotion, website management and branding
  - Ability to engage, articulate needs and coordinate marketing on special projects
- **Health and safety requirements**
  - Lead and promote a culture of strong governance promoting employee health, safety and security and organisational risk management
  - Comply with emergency evacuation procedures
  - Report all incidents, injuries and potential hazards in a timely manner
- **Safeguarding requirements**
  - Act in the best interests of Thirrili Ltd and its clients and community at all times
  - Comply with Professional and Association requirements for safeguarding and protection policies and standards
  - Respond to any concerns for the safety or wellbeing of a client engaged in a program in accordance with internal reporting processes
  - Comply with the Code of Conduct when working with members and other external stakeholders
  - Demonstrate through practice, a genuine commitment to making a sustainable difference to the lives of indigenous people through impactful implementation of co-designed models, utilisation of specific strategies and effective management of organisational resources.
- **Project Management Skills**
  - High level of ability and experience with project management
  - High level ability to manage sub-committees and project groups
  - Ability to interpret, analyse and evaluate research data and industry reports
- **Financial Management Skills**
  - Strong financial management skills, including financial reporting and strategic operational decision making ability based on financial data and the delivery of operations within budget guidelines
  - Ability and experience with financial resource management (e.g. planning, budgeting, financial reporting including monthly and annual reports
  - Submission writing ability and experience (and success)
- **Other**
  - Tertiary-level qualifications in Commerce, Business, Service Delivery or other relevant discipline

- A strategic approach to problem solving with the vision to seek and identify entrepreneurial business opportunities delivering revenue and engagement
- Experience working in community-based organisations, especially dealing with Boards
- Proficient understanding of all relevant legislation, policies and procedures related to delivery of community based services
- Understanding of Service Standards desirable, notably rights and responsibilities of individuals in accessing the services and the responsibility of staff in complying with the standards.

I accept the roles and responsibilities outlined in the position description.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_