

POSITION DESCRIPTION

Position summary

Position Title	Chief Executive Officer		
Reporting to	The Board of Directors	Direct Reports	<ol style="list-style-type: none"> 1. Manager Programs and Events 2. Manager Fundraising, Marketing and Communications 3. Administration and Operations Officer 4. Board Secretary (volunteer)
General description	<p>With DSR set to move into its new Fitzroy headquarters in October 2022, this is an exciting time to usher in the new era of DSR in its 60th year of operations and for a new CEO to make their mark in a sector that benefits so many in our Victorian community.</p> <p>Our new CEO will have the opportunity to strategically drive programs and new initiatives, based on DSR's incredibly strong links to local communities, sporting organisations, government and the disability sector with the aim to increase the profile of the work of DSR in the broader community and deliver more opportunities for sport and active recreation among Victorians with disability.</p> <p>The CEO will have the opportunity to build and model positive organisational culture, provide inspired leadership to the DSR Team and establish a collaborative working relationship with the board of directors and our stakeholders.</p> <p>The CEO will be responsible for the professional development of DSR staff identifying areas where people may need support and monitoring staff behaviours to ensure that staff feel valued and are able to grow in line with DSR's values and policies.</p>		

Who we are

Our vision	<p><i>What is our vision?</i></p> <p>Our vision is to create Victoria where all people with disability can choose and access any sport or active recreation activity they want to engage with.</p> <p>Better choice.</p> <p>Better access.</p> <p>Better participation.</p> <p><i>How do we achieve it?</i></p> <p>We focus on understanding the many needs and goals of people with disability. We can then support and work with government, disability providers, sport and recreation organisations, and the broader community, to increase choice, access and participation.</p>
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<p>Our principles</p>	<p>Our principles help guide our future direction and embody the way we partner, work with the community and with each other.</p> <p>Principles</p> <ul style="list-style-type: none"> • We listen to the voice of people with disability and advocate for change, with them and on their behalf. • We celebrate people with disability who exercise their choice to take part in sport and active recreation. • We collaborate with sport and active recreation providers, so they can offer better choice and better access for all disability types to increase participation. • We help identify and address gaps in knowledge and resources. • We identify and highlight best practice in our areas of expertise. • We celebrate providers who do more to offer better choice and better access and increase participation. • We campaign to raise awareness of the benefits of increasing choice and access so people with disability can participate. • We take a big picture view of the sector so we can work with others to reduce program and resource duplication and provide positive responses to identified needs. • We seek revenue from a range of sources to support our mission <p>The CEO should demonstrate and conduct themselves in accordance with these principles at all times.</p>
<p>Our organisation structure</p>	<p>We currently employ 13 persons on FTE and PTE basis across the organisation. Our organisation is essentially grouped into two functions – “Operations and Programs” and “Fundraising and Communications”.</p> <p>Our organisation is managed by our executive team comprising:</p> <ol style="list-style-type: none"> 1. CEO 2. Manager, Programs and Events 3. Manager, Fundraising, Marketing and Communications.

Key responsibilities

<p>Strategy and Vision</p>	<p>Create, drive and communicate the organisation’s strategic direction, ensuring it responds to the needs of DSR members and the broader community</p> <ul style="list-style-type: none"> • Drive innovation and new strategies for new and existing programs and services to build DSR’s financial future through its Strategic Plan. • Facilitate the appropriate internal reporting processes for the Board on progress of the Strategic Plan • Lead the development and implementation of an annual operational plan which links to the Strategic Plan • Identify and address problems and opportunities for DSR on an ongoing basis.
<p>Leadership and Culture</p>	<p>Provide inspired leadership to the organisation</p> <ul style="list-style-type: none"> • Ensure an environment that promotes great performance and engagement in roles • Oversee the appropriate recruitment, development and performance of staff • Oversee Team work plans and KPIs • Lead staff and volunteers to effectively implement the strategy and annual plans • Oversee campaign & advocacy management and event activities for the DSR teams across the areas of fundraising, programs, media & communications.
<p>Stakeholder relationships and growth</p>	<p>Expand the profile of DSR’s work and enhance revenue-generating opportunities for DSR</p> <ul style="list-style-type: none"> • Build alliances and partnerships with other organisations • Ensure regular, effective communication and interaction with DSR members and volunteers • Drive active connections with influential sector leadership within the sport, recreation and disability sectors • Develop strong and respectful relationships with key strategic and funding partners • Provide professional media representation as required • Secure revenue through commercial partnerships, government funding and grants, media and licensing arrangements, content and events and other sources of internally generated revenue for DSR.
<p>Governance and Reporting</p>	<p>Provide professional analysis and advice to the Board and Management Team to achieve the effective operation of the organization</p> <ul style="list-style-type: none"> • Provide high quality and timely advice to the Board. • Provide required reports and other information to support statutory accountability and strategic directions set by the DSR Board • Meet all legal and regulatory requirements as necessary. • Oversee and ensure implementation of DSR policies and procedures.

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	<ul style="list-style-type: none"> Attend and contribute to DSR Board meetings, sub-committees and working groups Ensure that DSR operates in accordance with relevant Board documents and policies including the Constitution and Delegations Matrix Ensure occupational health & safety requirements, quality assurance and risk management processes
Finance	<p>Build a solid financial and sustainable organisation</p> <ul style="list-style-type: none"> Oversee DSR finances, including budgeting, reporting, and auditing. In conjunction with external financial management contractors and the FRAC committee, effectively manage and monitor DSR's financial budgets Facilitate the appropriate internal reporting processes for financial forecast and budgets Lead preparations for external audits

Liaison and key relationships

Internal	<ul style="list-style-type: none"> DSR Staff Business Unit Managers DSR casual instructors Office tenants Suppliers 	External	<ul style="list-style-type: none"> DSR Membership Community and Major Sponsors Victorian State Government (including Department of Sport and Recreation and Department of Health) National and interstate disability sporting organisations (i.e. Disability Sports Australia). Major Sporting Bodies (i.e. AFL and Rugby Victoria). Sport and Recreation Providers (including YMCA, RecLink etc). Community Groups Disability service providers (i.e Solve Disability Solutions) Schools
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Experience and Qualifications

Essential experience and qualifications

- Bachelor's degree or master's degree in a relevant discipline
- 3 plus years experience in a senior management position
- Experience in modern leadership and organisational culture strategies.
- Experience in profit and loss, balance sheet and cash flow management, and general finance and budgeting
- Ability to build consensus and relationships among the executive team, stakeholders, and the DSR workforce
- Experience with corporate governance and regulatory reporting for organisations.
- Experience working within government procurement, not-for-profit or sport and recreation providers would be highly valuable.
- Ability to understand new issues quickly and make decisions consistent with organisation's vision and principles.
- Ability to inspire confidence and create trust with both internal DSR staff and external stakeholders
- Ability to work under pressure, plan personal workload effectively, and delegate.