About Volunteering Victoria

We are the peak body for volunteering in Victoria. Through our leadership we promote and build a vibrant, prosperous and strong volunteering community that is inclusive, respected and sustainable. Our primary function is to facilitate opportunities for people and organisations to meet community needs through volunteering. We do this by a range of activities, including advocacy, sector development, the promotion of volunteering and collaboration with individuals and organisations.

Our strategic direction has been developed to place our members firmly at the centre of our organisation, meeting the expectations of our stakeholders and partners, and building a more sustainable business model. Our strategy consists of three pillars:

1. **Advocacy** - influencing policy and funding decisions at all levels of government for the benefit of the entire sector.
2. **Sector Development** - equipping all members and other organisations involving volunteers with the knowledge and skills to provide positive outcomes through volunteering.
3. **Promotion of Volunteering** - a trusted, expert and representative voice on all issues relating to volunteering in Victoria.

We work collaboratively with our members, stakeholders, partners in Local, State and Federal Government, our counterparts in other states and territories and with Volunteering Australia in order to strengthen sector capability and demonstrate emerging innovation in volunteering.

Reporting to a skills-based volunteer Board, CEO is responsible for enacting our new strategy and direction, ensuring effectiveness and financial viability. As the face of the organisation the CEO is responsible for stakeholder and relationship management and for building a strong, positive and effective team and culture within the organisation.

Volunteering Victoria is about to enter an exciting new phase in its development. This will involve the engagement of our members, stakeholders and partners in our new vision and strategic direction. This new direction will see considerable change in the organisation over the next few years. It will be a challenging but rewarding time to lead the organisation.

Our Values

We are collaborative, innovative and accountable.

The Role

The CEO reports directly to the Board and has primary responsibility for the leadership and management of the organisation to ensure its effectiveness and financial viability.
Key Responsibilities

The CEO will lead a small and talented team of staff and skilled volunteers to deliver:

1. **Advocacy**
   - Positively influencing policy and funding decisions at all levels of government for the benefit of our members and the broader sector.
   - Ensuring we demonstrate value to our members through advocacy, recognising that an organisation doesn’t become a peak body simply by calling itself a peak body. Our authority rests with our membership.

2. **Sector Development**
   - Equipping all our members and other organisations involving volunteers with the knowledge and skills to provide positive outcomes through volunteering.
   - Enhancing our quality training, professional development and communities of practice.

3. **Promoting Volunteering**
   - Building on our existing presence in traditional and social media to be a trusted, expert and representative voice on all issues relating to volunteering in Victoria.
   - Promoting volunteering to new audiences in order to support our Member organisations.
   - Being a champion for our Members and the vital work they do in communities across the state.

4. **Financial Sustainability**
   - Improving the performance of the organisation to reduce reliance on government funding.
   - Demonstrating our value proposition to members and potential partner organisations.
   - Assuring quality and organisational stability through the development, implementation and evaluation of standards, controls, systems and procedures;
   - Achieving the financial sustainability goals established by the Board.

5. **Risk Management and Governance**
   - Communicating in a timely way with the Board on material matters affecting the organisation and particularly on matters reserved for the Board.
   - Communicating regularly with the Chair and other board members to ensure the Board is provided with the information necessary to fulfil its legal duties and responsibilities and to make good decisions.
   - Establishing systems to identify and manage risks within the framework of the Risk Management Policy endorsed by the Board.

6. **Stakeholder and Partner Relationships**
   - Understanding and working with members to utilise their grass roots knowledge to inform our priorities, operations, products and services.
   - Regularly engaging with stakeholders and partners to develop and maintain close working relationships.
Ensuring an appropriate level of transparency of our operations amongst key stakeholders and partners.

7. **Leadership and Management**
   - Provide overall direction and leadership to employees and volunteers ensuring they understand strategic and operational objectives and how they translate into their roles.
   - Promote a values driven, member focused culture across all service delivery areas.
   - Coach, guide and mentor staff and volunteers to contribute to building a sustainable business model by delivering quality, cost effective programs and services.
   - Ensure all staff and volunteers are engaged and managed in accordance with relevant legislation and standards.

**The Ideal Candidate**

To be considered for this role you will need to be an innovative and inspirational leader, with excellent people management and strategic skills and the ability to engage and develop lasting, positive relationships with diverse stakeholders. You will understand governments, not-for-profit and the commercial world. Your commercial acumen will be matched by your ability to identify and capitalise on opportunities, finding innovative solutions and building sustainable practices. Above all, you can listen, learn, consult and collaborate to bring a diverse group of stakeholders and interest groups together to enhance and grow volunteering in Victoria.

In particular, you will have:

- Demonstrated experience in an executive leadership role with the ability to inspire teams and community leaders, preferably in the Not-for-Profit sector
- Solid experience of change leadership
- Proven ability to articulate a vision and the capacity to plan and prioritise at the strategic level in a complex environment
- A track record of building a values-based culture of success
- The ability to influence and work collaboratively with a range of interest groups including, members, corporate partners, local, state and national government agencies
- Strong commercial acumen with sound financial management skills and a firm commitment to accountability