



Job Title: Executive Director

Recruitment Specialist: Sally Bartley

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Salary: Up to \$90,000 + 10% Superannuation

Application close date: Thursday the 16th of September 2021

- Applications should include a covering page highlighting your specific skills and experience relating to the essential position requirements outlined in the position description
- If you are shortlisted for interview the panel interview will take place on the on or around Tuesday, the 28th of September 2021
- It is expected the start date will be 4 weeks from date of offer to allow for any notice required
- You will be updated each week on the progress of your application via peoplefusion
- All enquires are to be directed to the above-mentioned Recruitment Specialist at peoplefusion



ABOUT US

YWCA Hunter is a women-led organisation that achieves positive change by providing advocacy, programs and services to support, empower and connect women and families for a stronger community. YWCA Hunter Region Inc. is part of the YWCA World and an affiliate of YWCA Australia.

As we respond to community needs and trends we have an increasing focus on early intervention programs at the YWCA Hunter as we recognise the benefit of childhood learning in today's world. We currently deliver a suite of programs for children at preschool age and primary age. As we strive to stay relevant, Y-KinderDance and Y-KinderYoga have been added to make up our current programs. Our programs aim to make early intervention growth classes accessible to all families. We do not charge a term fee, classes are offered on a pay as you go system. All classes are affordable and accessible for everyone.

School holiday time is when the YWCA Hunter Vacation Care program comes alive with an innovative, fun packed program that ensures the children of working parents have a thrilling and enriching school holiday experience. The program is funded through Department of Education, Child Care Subsidy is available to eligible families. The program runs at the YWCA Hunter throughout each school holiday break -two weeks each break and three and a half weeks in the January school holidays. All activities are delivered through much fun, community awareness and interesting themes set under the government, guidelines called 'My Time Our Place'.

Following local incidences of assaults on young women, the YWCA Hunter saw the need for young girls to be taught self defence skills in a calm and relaxed environment. The YWCA Hunter now offers an 8 week Self Defence for Teen Girls program. Classes have a holistic approach, including personal skills and physical self defence skills. The classes are very popular and have had a positive impact on the girls who have attended.

We recently held a 6 week Chair Yoga program at the YWCA Hunter. Sit. Get Fit proved to be very popular that we now hold classes every Friday morning at

9.30am during the school term. Class is suitable for everyone, 50+, less agile as well as active yogis. Our participants have already noticed benefits such as improved flexibility, improved circulation and less aches & pains.

YWCA's Encore is a free 8 week program designed specifically for women who have experienced breast cancer surgery. Encore sessions currently run in February/March and October/November in Waratah, Salamander Bay and Valentine.

YWCA Hunter offers affordable Hall Hire with competitive hourly rates to hire our full-size indoor basketball court. Also on offer is budget accommodation for female international university students.

Our Vision

As members of the YWCA Hunter Region Inc we are committed to our strategic values:

Respect

Respect is the foundation of all interactions and behaviours toward people, animals and property at the YWCA Hunter. It is demonstrated in the acknowledgment of the traditional owners of the land and our commitment to Indigenous recognition and reconciliation.

Integrity

Integrity is the quality of being honest and having strong moral principles that are consistent throughout the organisation. It is an adherence to an ethical standard built on a strong moral code of behaviour.

It is in practice being honest, open and direct, of being transparent in our communications and behaviour.

This ensures that all members of our organisation treat staff and clients alike in a consistent ethical manner.

Empowerment

We envisage a world where women have the power to act on their own authority in a self-determined manner; to exercise their rights and to be full and equal members of society.

This begins at a very young age and it forms a practical approach to resource-oriented intervention to enabling and equipping.

Connection

We aim to contribute to the building of a strong community that is inclusive, accepting and appreciative of diversity.

We aim to achieve this by developing positive, effective and cooperative liaisons with other organisations within the community; by actively complimenting and enhancing services offered within our community in a non-competitive manner.

On the home front we strive for diversity and show value and appreciation for each staff member, board member and volunteer's unique contribution and knowledge.

Equity

We endeavour to ensure that personal or social circumstances such as gender, ethnic origin or family background, or disability are not obstacles to participating in our programs (definition of fairness) and that all are given the assistance they require to find enjoyment and success in their participation.

People are born into different economic circumstances, have different personalities, talents, interests and abilities as well as different races, cultures and backgrounds. All of these things play a role in outcomes for individuals. Because we believe that everyone should have the chance to be successful and live a fulfilling life, we endeavour to provide varying levels of support depending upon need to achieve greater fairness of outcomes for all and not allow circumstances to create situations of inequity.

Executive Director

Position Description

The Executive Director of YWCA Hunter Region Inc. is responsible for:

- The management of the YWCA Hunter Region, including administrative, financial, legal and public relations oversight.
- Ensuring the mission of YWCA Hunter Region Inc. to “support, empower and connect women and families for a stronger community” is implemented through its programs and is advocated in the Hunter Region.
- Work toward the Strategic Directives as outlined by the Board of Directors.

This position is based in Newcastle and is offered as a full-time (38 hours per week) but can be worked over 4 days dependent on individual and organisational needs.

RESPONSIBILITIES/ACCOUNTABILITIES

The Executive Director provides leadership, advocacy and day to day management of the YWCA Hunter. Responsibilities include the management of the fiscal operations of the YWCA Hunter; oversight of the facilities; recruitment, supervision and evaluation of staff; and in collaboration with the Board, oversight of the strategic planning and fund development. In addition the ED actively interacts with community stakeholders and leaders, state agencies and funding bodies and with World YWCA as well as meeting national YWCA obligations under the Affiliate Agreement.

REPORTING RELATIONSHIP

Reports to the Board of Directors of YWCA Hunter Region Inc. on the Strategic Directives:

1. Developing and maintaining programs

- Implement the YWCA Hunter Region Inc Strategic Plan.
- Manage the overall operations of YWCA Hunter Region Inc, including the ongoing development and annual review of strategic and annual plans.
- Develop and review policies and procedures of YWCA Hunter Region Inc, ensuring compliance with legislative requirements (eg. EEO, WHS, etc).
- Contribute to developing programs that meet specific community needs.
- Carry out YWCA Hunter obligations under the Affiliate Agreement with YWCA Australia.

2. Sustainability

Financial

- Work with the Board to develop a strategic financial plan and budget, to ensure adequate funding for current operational and future needs of the association.
- Assure the fiscal status of the association is well documented and

- communicated to the Board and staff.
- Take an active role in fund development to support the mission and vision of YWCA Hunter Region Inc.
- Ensure acquittal and accountability documents are completed and submitted to funding bodies within stated timeframes.
- Work with appointed auditor on annual audit of finances.

Legal

- Ensure the association meets its corporate, constitutional and legal responsibilities and reports to the Board on the status of those requirements.

Facility

- Ensure that YWCA Hunter Region Inc property is well maintained and meets Council regulations.
- Oversee on-site hall, student accommodation and Cooks Hill Pre-school rentals.

3. Investing in our people

Community relations/advocacy

- Engage with and maintain a network of government, business sector, church, general community, media and other community based organizations to educate, collaborate and promote the mission and activities of YWCA Hunter Region Inc.
- Identify ways to involve volunteers and other community members/groups in YWCA Hunter Region Inc programs and services.
- Represent YWCA Hunter Region in YWCA forums and appropriate community groups.

Program oversight

- Conduct regular meetings with all program co-ordinators to ensure quality and safety of programming.
- Provide support to program staff.
- Responsible for the recruitment, supervision and evaluation of YWCA Hunter paid and voluntary staff.

Board relations/corporate governance

- Participate in and support the work of YWCA Hunter Region Inc. Board of Directors.
- In consultation with the Board President, set the agenda for Board meetings.
- Produce and distribute supporting information, updates, research and recommendations for Board and other key meetings.
- Maintain and produce official YWCA Hunter documents and records for the Board.

4. Partnering and increasing membership

- Work with the Board to actively grow the membership base of YWCA Hunter Region Inc. to meet association regulations.
- Produce and distribute regular newsletters to members.

5. Building profile and marketing

- Create a marketing plan to achieve and maintain a positive, visible community image.
- Advertise and promote the YWCA Hunter region Inc program, activities, services and events.