

CEO position details

About Fitzroy Learning Network

FLN Vision

Our vision is of a strong, fair, inclusive and engaged community: a community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.

Organisational Overview

Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation (RTO). Since the mid-1980s FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees, asylum seekers and young people. Our programs and services range from English language programs to teaching sewing skills, computer skills and business leadership to individual support and advice services.

Put simply, we open doors to our community and build bridges between our community's diverse range of cultures. We welcome new members to our community and provide a safe space where they can develop or acquire new skills, tap into and exercise their creativity and create new connections. We provide opportunities for people to support and celebrate their own culture and engage with the variety of cultures that make up our multicultural community.

We take a 'strengths-based' approach to our work. That is, we understand that by identifying and working from the foundation of skills and knowledge a person already has they can strengthen that foundation as well as acquire new knowledge and skills and develop new aspirations. This approach also recognises and draws on the strengths of our local community to help us to plan, and create pathways to obtain further education, employment, wellbeing, health and social participation.

Our programs are funded by federal, state and local government, the City of Yarra, philanthropic trusts, individual donations and through community fundraising, with the largest proportion of funding coming through FLN's role as a RTO. In addition, FLN receives strong support from volunteers (including corporate volunteers), many of whom live in inner Melbourne. These volunteers not only assist in running programs but also provide important connections to the local community.

Over the past 30 years, our local community has seen rapid change. Fitzroy and its surrounding areas comprise Melbourne's diverse inner city within the City of Yarra, an area where one in five are from non-English speaking backgrounds and cultures. There are great disparities of wealth, advantage and disadvantage. There is a long and rich

history stretching back many thousands of years. And just as the 'spirit of Fitzroy' extends way beyond its boundaries so does the FLN community of students, dedicated staff, volunteers, supporters, funders and donors. And while many services and supporters of disadvantaged community members are leaving the inner city, FLN continues to be a place where bridges are created between different cultures, different socio economic groups, different age groups and different communities

Our **Strategic Plan** for the last three years has focused on making Fitzroy Learning Network strong and sustainable, so that we can: improve our facilities, infrastructure and systems and; continue to provide high-quality, integrated programs and services that respond to community need.

Looking forwards it is an exciting time for FLN. The next couple of years should see the development of new premises and we're using this time and this opportunity to review how we best serve our community into the future.

Vision, purpose and values

Vision:

Our vision is of a strong, fair inclusive and engaged community. A community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.

Our Values:

Leadership

We are leaders in our community. We support and defend human rights. We work to reduce racism and discrimination. We advocate on behalf of and support our community to shape policies, laws and services.

Integrity

We are committed to acting with honesty, openness and goodwill. We work transparently meaning what we say and saying what we mean

Respect

We acknowledge that members of our community hold diverse perspectives and beliefs. We respect that diversity as a fundamental part of what makes Fitzroy and FLN special.

Collaboration

We are committed to working as a team, sharing knowledge and understanding, and supporting each other, whatever our roles. We recognise that partnerships are the best way to reach our objectives.

Belonging

We are open and welcoming. Fitzroy Learning Network is a safe space, where people feel they belong.

Fitzroy Learning Network - Position Description

Role: Chief Executive	Reports to: the FLN Board
Hours of work and working pattern: 38 hours per week. Regular attendance at out-of-hours meetings is required.	Location: 198 Napier St, Fitzroy, 3065 Vic.
Dimensions: Staff: 15-20 including full time, part time and casual office and teaching staff Budget: \$650,000 - \$900,000 Volunteers: 60 plus	Date approved: 31 October 2020
Role purpose	
<p>Reporting to the Board, the CEO is responsible for the leadership and management of the Fitzroy Learning Network (FLN) in developing opportunities for the Fitzroy and Collingwood high needs communities and is responsible for high-quality program development as a RTO, and the delivery, reporting and compliance of all services. This role is both strategic and hands-on: leading at the big picture level while managing the day-to-day. Working closely with the Board the CEO ensures the organisation is effective, healthy and sustainable and has a high profile in the local Fitzroy community, with sector organisations working in related areas, and with funders, donors and other supporters.</p>	
Key responsibilities	
<p>Strategy and planning</p> <ul style="list-style-type: none"> • Provide clear strategic direction, working in liaison with the Board, FLN team and volunteers. • Take the lead in developing a strategic plan, annual budget and business plan for approval by the Board and translate the strategic plan into operational plans for self and team. • Establish and monitor key indicators of FLN's impact, financial health and risk in line with the strategic plan and budget. <p>Financial Performance and Viability</p> <ul style="list-style-type: none"> • In collaboration with the Board, develop, implement, monitor and review a clear and effective financial strategy. • Oversee the sound financial management of FLN and ensure that all financial reporting obligations are met, including submission to the Board of a proposed annual budget and monthly financial statements with commentary and explanation which accurately reflect FLN's financial condition. <p>Program management and community engagement</p> <ul style="list-style-type: none"> • Build on FLN's deep connections with the Fitzroy community to understand community needs and develop and maintain productive partnerships and relationships with the community, government, and agency stakeholders. • Oversee the effective development, delivery and evaluation of programs and services to ensure that they meet evolving community and stakeholder needs as informed by evidence and trends. • Ensure that FLN's RTO compliance systems are maintained and updated as required, ensuring Skills First and AMEP funding streams are audit ready and that students' information and attendance is recorded and reported, compliance regulations documented, and evidence recorded. 	

<p>External relationships, marketing and fundraising</p> <ul style="list-style-type: none"> • Lead the development and delivery of FLN’s marketing strategy with the goal of creating a stronger brand, through all aspects of communications – from web and social media presence to external relations. • Enhance FLN’s image by being active and visible in the community and by collaborating with other community and civic organisations to maximize FLN’s reach, resource utilisation and to identify opportunities for growth/additional community impact. • Build relationships with external stakeholders -governmental, political, community and funding bodies (including AMEP, ACFE, Department of Education). • Lead FLN’s efforts at maintaining and securing funding contracts to deliver core services, and to secure other sustainable income from donors, whether Trusts, public or corporate funders or individual/community fundraising. <p>Board relationships</p> <ul style="list-style-type: none"> • Build a productive, trusting relationship with the Board, drawing on their expertise to support the organisation. • Provide, in a timely and accurate manner, all information necessary for the Board to function effectively and to make informed decisions. <p>Operational management</p> <ul style="list-style-type: none"> • Ensure that FLN fulfils its legal, statutory and regulatory responsibilities, including compliance with all regulatory and audit standards, service agreements, memorandums of understanding and contracts, and drawing compliance or risk issues to the attention to the Board. • Oversee and utilise appropriate physical, financial and people resources to ensure FLN has the capacity and capability it needs to operate and that operations are effective, efficient and safe. • Oversee management of FLN’s infrastructure and facilities, including IT and premises, and be prepared to get involved in hands-on practical tasks if required. <p>People</p> <ul style="list-style-type: none"> • Provide leadership and direction to all staff, volunteers and students, ensuring that all staff and volunteers commit to and perform in a way that is consistent with FLN’s values. • Develop and motivate staff, including development of agreed performance plans, identification of development and training needs and action plans to improve performance. • Maintain a culture of continuous improvement.
<p>The ideal candidate</p>
<p>To be considered for this role you will have an understanding of the community and not-for-profit sectors and have experience delivering effective services and programs in a highly regulated environment. You will be values-driven, with excellent people management skills and an ability to engage and develop positive relationships with a diverse range of stakeholders including staff, volunteers and external organisations.</p>
<p>Key Selection Criteria</p>
<p>The ideal candidate will possess the following expertise, experience and skills:</p> <ol style="list-style-type: none"> 1. Tertiary level education, or equivalent experience in a relevant discipline. 2. Experience in a senior leadership role of a community-based organisation with a range of services and programs managed through staff and volunteers. 3. An understanding of not-for-profit education services. 4. Excellent financial management skills with experience in preparing, managing, reporting and monitoring budgets, funding submissions and compliance requirements of funders.

5. A history of contributing to the generation of new revenue streams and improving financial results by securing resources from a variety of sources, whether government, philanthropic trusts, corporates and businesses, major donors and fundraising events.
6. Strategic thinking, planning and project management skills, and ability to manage, adapt and prioritise multiple objectives and tasks both for self and others.
7. Proven management experience of delivering effective services and programs in a highly regulated (compliance) environment, including working within a range of regulatory and compliance funding/governance frameworks.
8. Proven ability to work empathetically with people from diverse cultural, socio-economic backgrounds and an understanding of issues facing refugees, asylum seekers and new migrants.
9. Well-developed written and oral communication skills including the ability to liaise with politicians, government departments and community members and be a spokesperson for FLN, including in the media.

Desirable

10. Experience in delivering adult education programs (preferably to disadvantaged groups).
11. A post-graduate qualification in a relevant discipline.

Conditions of employment

- Attractive basic salary of \$90,000 – \$95,000, plus 9.5% superannuation and leave loading. Salary packaging arrangements, if taken up, significantly increase the net value of the remuneration received.
- The position is permanent full-time (38 hours a week)
- A six-month probationary period applies.
- Monthly attendance at evening Board and committee meetings, and other out-of-hours meetings as required.
- An offer will be subject to successful Working with Children and Police Checks.

How to apply for this job

Applications are encouraged from appropriately experienced individuals inspired by the work and values of Fitzroy Learning Network.

All applicants are asked to address the Key Selection Criteria in this position description. Applicants who do not address the selection criteria will not be offered an interview.

Your application should include:

- A covering letter, no longer than one page
- A document which addresses the key selection criteria; and
- A resume which includes your contact details, education, previous work experience.

If you want to have a chat informally about the role, please email the FLN Board Secretary at annie.chapman@board.fln.org.au with some brief details about yourself. Completed applications should be submitted by 9am, 3 December 2020.