



Chief Executive Officer Recruitment 2023

Application Pack

This document sets out:

- Background to Wildcare Tasmania Inc and Advice to applicants
- Wildcare CEO Selection Criteria
- Wildcare CEO Position Description
- Proposed terms of employment

BACKGROUND AND ADVICE TO APPLICANTS

BACKGROUND

Wildcare Tasmania Incorporated (Wildcare) is a not-for-profit charity and registered environmental organisation with a purpose and love of bringing people together to care for our natural environment, wildlife, and cultural heritage in Tasmania. Wildcare supports around 60 volunteer groups located across Tasmania. Wildcare also operates a tax-deductible donation fund—the Tasmanian Nature Conservation Fund (TNCF)—supporting nature conservation in wild places. Donors can target their gift to specific purposes such as the conservation of coastal areas, wild walking tracks and the World Heritage wilderness. Wildcare volunteer groups also seek to attract additional funding through fundraising and external grants.

ADVICE TO APPLICANTS

In applying for this position, you should provide a copy of your resume, including contact details for 2 referees. A statement (~3 pages) setting out your skills and experience (including related qualifications, where relevant) against each of the Selection Criteria listed below should also be provided.

For further information about the role please contact:

Sharon Smith

Wildcare CEO (outgoing)

Email: ceo@wildcaretas.org.au

Ph: [0409023981](tel:0409023981)

Applications close 5pm Wednesday 3 May 2023 and are to be submitted via [Seek here](#).

Note: Wildcare is committed to fostering a diverse and inclusive organisation, and we welcome applications from Aboriginal and Torres Strait Islander people, people from culturally diverse backgrounds, people who identify as LGBTIQ+ and people with a disability. If you have any support or access requirements, we encourage you to advise us at the time of application.

SELECTION CRITERIA AND PERSONAL ATTRIBUTES

Selection Criteria

- Highly-developed skills and experience in a leadership position with primary responsibility for developing and delivering on strategy and operations.
- A sound knowledge of organisational governance and business and financial management systems and practices, as well as an awareness of the legal framework governing the not-for-profit sector.
- Experience in leading and developing small, high performing teams as well as networks of leaders and volunteers that are collaborative and outcomes-driven.
- High level oral and written communication skills, and a proven track record in cultivating and maintaining productive relationships with both external and internal stakeholders including government representatives, corporate and private donors, volunteers, and the media.
- Experience in designing and implementing contemporary ethical fund raising/sponsorship strategies that achieve results.
- Demonstrable personal and professional attributes that align with the purpose, objectives, and values of Wildcare¹.

Personal Attributes

- Engaging and inspiring leader
- Outcomes-focussed
- Self-motivated, dedicated, and diligent
- Passionate and energetic
- Collaborative, nurturing and valuing others' contributions
- A keen interest and enthusiasm for the conservation of our natural environment.

¹ See Wildcare Constitution at [Wildcare - Important Documents \(wildcaretas.org.au\)](http://wildcaretas.org.au) and above reference to Personal Attributes

POSITION DESCRIPTION – CHIEF EXECUTIVE OFFICER

SUMMARY

The Chief Executive Officer (CEO) of Wildcare reports directly to the Board and is responsible for the success of Wildcare including its continuous organisational growth, effectiveness, community relevance and recognition, and sustainability. The CEO is responsible for:

- the implementation of Wildcare’s strategic plan², and developing and reporting regularly against relevant operational plans;
- managing Wildcare’s human and financial resources and assets;
- ensuring Wildcare’s ongoing compliance with applicable laws, regulations, and relevant regulators;
- growing Wildcare’s income and sources of donations, membership, and volunteer base;
- establishing and maintaining relationships with current and potential donors, members, volunteers, and partners;
- supporting and working collaboratively with the Wildcare Board; and
- acting as the key spokesperson for the organisation.

The CEO also fulfils the roles of secretariat to the Board, and Wildcare’s Public Officer³. The CEO also supports the TNCF’s Grants Assessment Committee.

The CEO also commits to complying with all applicable Wildcare policies and procedures⁴.

The Wildcare CEO position is a part-time role—between 0.6 to 0.8 FTE. The successful applicant will be employed under an (common law) employment contract, based on agreed terms and conditions and comparable to industry standards and organisational expectations. An annual performance agreement will be agreed between the Board and CEO, following appointment.

² For further information, see [Wildcare - Important Documents \(wildcaretas.org.au\)](http://wildcaretas.org.au)

³ The Public Officer is a prescribed position under the *Tasmanian Associations Incorporations Act 1964*, Commonwealth tax laws, Wildcare Tasmania’s constitution, and relevant decisions of the Wildcare Board. In this Public Officer role, the CEO ensures Wildcare’s compliance with all its applicable Commonwealth and state legal and regulatory responsibilities.

⁴ See [Wildcare - Important Documents \(wildcaretas.org.au\)](http://wildcaretas.org.au)

RESPONSIBILITIES, ACCOUNTABILITIES & GENERAL TERMS OF EMPLOYMENT

RESPONSIBILITIES

The CEO is responsible for:

Leading our people

- Building an engaged, collaborative, safe, and inclusive culture across our office team and the Wildcare network of groups, group leaders and volunteers
- Supporting our group leaders in recruiting volunteers, raising funds and collaborative on-ground planning with land managers
- Recruiting, developing, and retaining highly skilled, motivated, and high performing employees, group leaders, and volunteers
- Providing leadership and management to the Wildcare office team and managing day-to-day operations
- Establishing job specific roles, duties, and accountabilities for our staff, and evaluating their performance regularly.

Managing our money and compliance

- Ensuring sound management of all financial resources against the Board-approved budget, including establishing appropriate controls, systems, procedures, and regular reporting arrangements
- Ensuring Wildcare maintains appropriate insurance policies for its needs
- Assuring Wildcare's operations is compliant with all relevant laws, regulations, and contractual requirements
- Ensuring Wildcare's compliance with relevant regulators and industry bodies including but not limited to:
 - Australian Charities and Not-for-profits Commission,
 - Australian Tax Office,
 - Register of Environmental Organisations
 - Consumer Business and Occupational Services Tasmania.
- Identifying areas of operational and strategic risks and working with the Board to mitigate these risks
- Managing the Board's schedule of governance and due diligence processes to ensure timely attention to core issues

Growing our funding sources, membership, and volunteer base

- Actively exploring, sourcing, and capitalising on areas of diverse funding, donations, and other income streams aligned to Wildcare's purpose and objectives for the purposes of the Tasmanian Nature Conservation Fund (TNCF) and our strategic and operational needs
- Keeping abreast of best-practice knowledge, strategies, and tools to attract, retain and engage sponsors, donors, members, and volunteers
- Developing, implementing, and evaluating contemporary and targeted strategies to grow and retain Wildcare's membership, and our volunteer base, and our network of group leaders.

Maintaining a strong relationship with the Wildcare Board

- Maintaining positive and open relationships with the Board and its members
- Meeting, advising, providing reports to the Board and its committees
- Ensuring that the Board is regularly informed of the operational status, and sustainability of Wildcare
- Analysing and providing regular reports to the Board regarding related trends, opportunities, issues, risks, and other strategic matters to facilitate decisions and policy-making
- Working with the Board Chair to enable the Board to fulfil its governance functions and facilitating the optimum performance by the Board, its committees and individual Board members
- Providing timely and accurate secretariat support to the Board.

Supporting the operations of the TNCF

- Maintaining a positive and constructive relationship with the TNCF Grants Assessment Committee
- Promoting and managing regular grant application rounds to the TNCF
- Ensuring, maintaining, and regularly reviewing appropriate financial, operational and grant administration procedures
- Supporting the TNCF's Grant Assessment Committee in fulfilling their responsibilities

Working collaboratively with key stakeholders

- Actively developing and maintaining strategic alliances and positive, productive, and enduring organisational-level relationships with funding providers, partners, sponsors and donors, government representatives, peer/industry organisations, and other key stakeholders
- Promoting the achievements of Wildcare and its groups amongst funders/sponsors/donors, other key stakeholders, and the community, including the importance of these achievements for the natural environment, wildlife, cultural heritage, and broader community in Tasmania
- Participating effectively in media, conferences, forums, and peak bodies discussions relevant to Wildcare.

ACCOUNTABILITIES

The CEO reports to and is accountable to the Wildcare Board. The CEO is also accountable for the performance of Wildcare staff. The CEO's performance is reviewed annually against key areas of performance and agreed targets as set out in their performance agreement.

GENERAL TERMS OF EMPLOYMENT

The CEO will be appointed under an (common law) employment contract, with terms and conditions of employment to be agreed, consistent with applicable legislation and comparable industry standards. Superannuation contribution currently at 10.5%, increasing to 11% from July 2023, and ongoingly as required.

The CEO role is expected to be a part time position— 0.6 to 0.8 FTE with actual hours/days of work to be agreed—with an initial six-month probationary period.

Expected annual salary will be in the range of \$100,000-\$115,000 full-time equivalent, with actual annual salary based on the appointee's skill/experience level, and proportional/pro-rata to agreed hours of employment. Phone and related expenses are also included in the overall employment package. Annual salary increments, to be agreed by the Board each December, will be based on *inter alia* achievement, annual CPI, industry standards, and overall fiscal responsibility.