



Family Support Newcastle
your family, our community

Information Package
Chief Executive Officer

- Copy of Advertisement
- Selection Process & Application Details
 - FSN - An Overview
 - Position Description
 - FSN Organisation Chart
 - Selection Criteria

Copy of Advertisement



Family Support Newcastle
your family, our community

Chief Executive Officer

Family Support Newcastle

This is an excellent opportunity to lead a values driven, well regarded, 'for purpose' organisation in the Newcastle region. Family Support Newcastle (FSN) is a leader in its field and has been supporting families for over 45 years.

The FSN Board are looking for an experienced leader, who, with the leadership team, will implement the 2023-2027 Strategic Plan, mission and values; maintain a culture of participation, social justice and feminist philosophy while keeping the safety and wellbeing of children as a priority.

The person we seek will be an experienced executive leader from the community services sector, with graduate or post graduate qualifications. Someone who will bring energy, innovation and resilience to the position, who can work closely with the Board of Directors while being highly engaged with staff and our network of partners. Key responsibilities of this 30 hour/week role include:

- Ensuring staff are well supported, engaged in continuous learning and delivering excellent services to our client families
- Preparing reports for the Board, reports and acquittals funding providers, engaging with contract managers
- Financial oversight including budget preparation with the accountant and Board and ensuring fiscal responsibilities are delivered
- Ensuring the sustainability and capability of the organisation for ongoing growth and development

In return you will receive above award conditions including; additional paid leave, generous salary, flexibility, salary sacrificing and a supportive and positive work environment.

You are welcome to attend a 'meet and greet' session with FSN leaders to learn more about the organisation and get a sense of what we do. This will be held on Monday 22 April, 3:30-4:30pm at our Waratah Family Centre, 2 High Street, Waratah.

To be considered for the position you do need to **address the Selection Criteria**, which is contained in the Information Package, which will be available on our website www.nfss.org.au or you can email reception@nfss.org.au and request a package. This information package includes information about FSN, Organisation Chart, CEO Position Description and selection criteria.

FSN is an EEO employer, committed to diversity and inclusion; applicants from Aboriginal and Torres Strait Islander background and other diverse cultural backgrounds are encouraged to apply.

Please provide your responses to the selection criteria along with your resume to shellier@nfss.org.au; Applications close at 10am Monday 29 April 2024.

Selection Process and Application Details

The Child Protection (Prohibited Employment) Act specifies that before FSN can employ you we are required to conduct a Working with Children Check.

FSN will also require you to sign a declaration that you have not been charged with or convicted of any action that could be considered to make you unsuitable to work with children or vulnerable adults.

Applicants will be selected for interview on the basis of how well their applications address the selection criteria. When the position has been filled an eligibility list may also be created. Other positions, either casual or ongoing that become available in the next 6 months may be filled from this list.

Application Details

To apply please submit a written application **addressing the selection criteria**, on page 9 of the information package, by email to: shellier@nfss.org.au; (Sue Hellier, CEO)

In your application please address the essential criteria for the position, include your Resume and phone contact for at least two referees.

Applications close 10 am Monday 29 April 2024

FSN - An Overview

Family Support Newcastle (FSN) has operated since 1979 to assist families with children in their care.

The service operates within a philosophy of empowerment through participation in decision making. This philosophy informs all aspects of the service. Clients are encouraged to participate in decision making about the service.

We strive to be open and accountable at all levels. We encourage families to ask questions about the running of the service and to contribute their ideas.

This philosophy also influences the process of decision-making and model of leadership. It involves consultation, honesty, vulnerability, openness and reciprocity between families and workers and between staff members.

We are strongly influenced by feminist thinking that recognises an imbalance of power between men and women. This has resulted from oppressive social structures that force men and women into particular roles. These roles result in men having the public and influential voice, and women the domestic voice. These positions are false and antagonistic. The objectification of women and gendered violence are two significant and harmful outcomes. Both men and women have much to gain from addressing this inequality.

We note that for Aboriginal men and women, this intersects with the impact of colonisation in separating Aboriginal people from their lore, language and culture. The cultural oppression has disempowered both men, women and gender diverse people.

The organisation currently operates six projects from two locations in the Newcastle area. We receive approximately \$2m in funding from Federal and State funding providers. Services that we provide include domestic violence services, specific services for fathers and as well as services for families with children.

Our commitment to Aboriginal People

We acknowledge the history of invasion and subsequent colonisation of this country and the impact this has had on its peoples.

We acknowledge that this is, always has been, and always will be Aboriginal land.

Our commitment is to:

- Provide a respectful, safe and welcoming environment for Aboriginal and Torres Strait Islander peoples.
- Provide services appropriate to Aboriginal and Torres Strait Islander peoples in consultation with Aboriginal and Torres Strait Islander peoples and Aboriginal agencies.
- Proudly and visibly support Aboriginal and Torres Strait Islander rights and openly challenge racism in ourselves and others.
- Develop Aboriginal cultural competence.
- Respectfully learn from Aboriginal and Torres Strait Islander peoples, recognising that this is a life long journey.

We have processes in place to regularly and openly measure and review our effectiveness in implementing this commitment.

MISSION, VISION and VALUES

MISSION

Family Support Newcastle provides services that promote the well-being of children and their families, of individuals, and communities. We often work in partnership with other services to provide more options for the families we support. We are inclusive of Aboriginal and Torres Strait Islander people, people from other culturally diverse backgrounds and those who experience discrimination and disadvantage.

We contribute by providing services which promote the well-being of children and their families, individuals, and communities. We particularly aim to reach those who experience ongoing hardship.

We provide services that include:

- Counselling and individual assistance either in the home or at a centre
- Support to families, with a child centred focus
- Therapeutic group programs with associated child development activities
- Supported playtime activities
- Support to women leaving domestic violence.

We aim to work in ways that are mutually beneficial to families, staff and the whole community and that encourage participation of families and staff in decision making. Our work is built on a strong social justice foundation.

VISION

Communities that are just, safe, strong and connected, providing opportunities for *all* families, individuals and children to grow and live well. Communities where history is acknowledged and healing is supported; where diversity and creativity are embraced and encouraged.

VALUES

The safety and wellbeing of children and families are at the centre of everything we do

Integrity

Generosity

Diversity

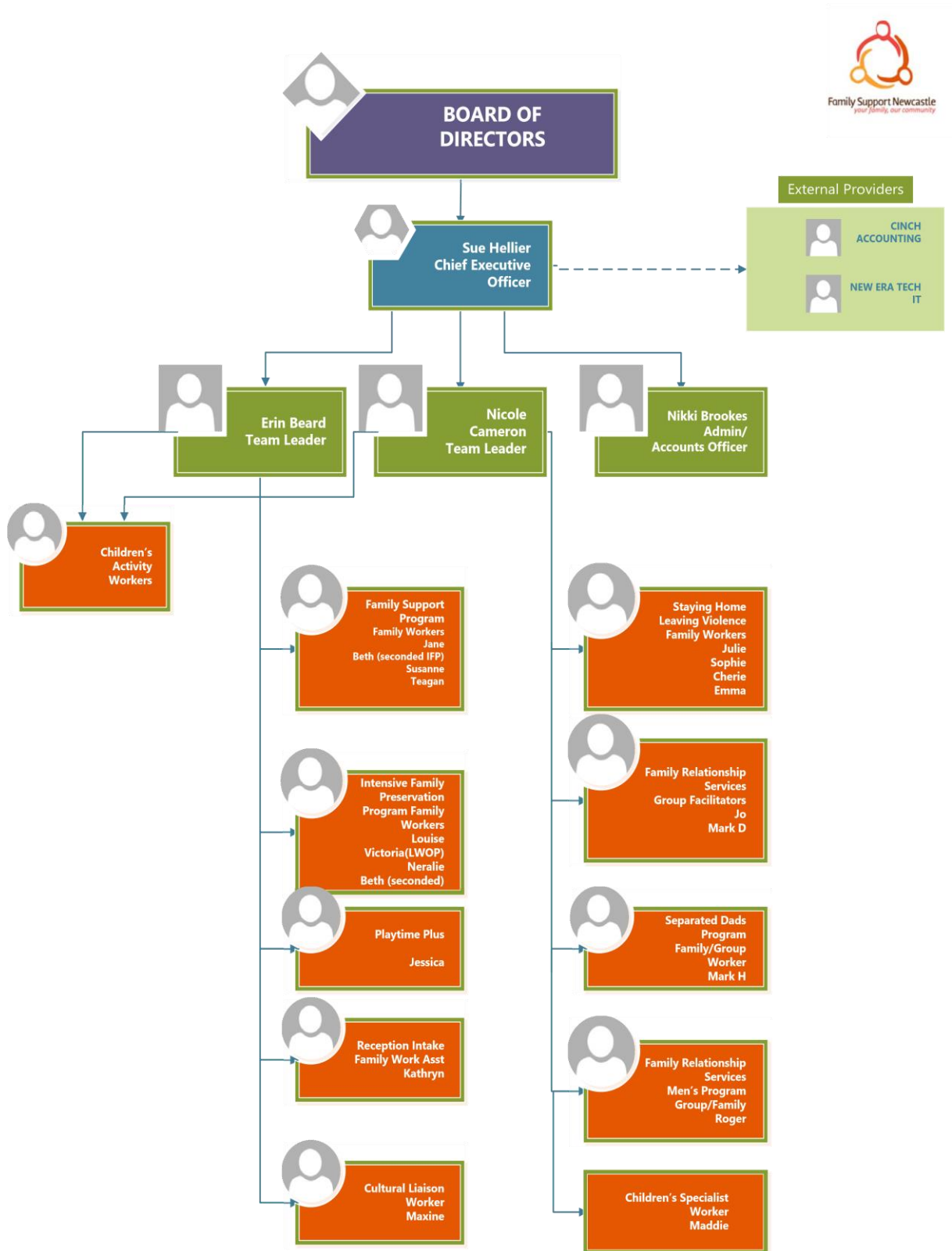
Justice

OUTCOMES STATEMENT

We want children and young people to be:

- Resilient, happy, capable and healthy
- Part of strong, fair, supportive and safe families and communities

FSN Organisation Chart



Position Description – Chief Executive Officer

Reports to	Team	Location	Position Status	Salary
Board	FSN Leadership	Orlando Road Lambton	Permanent – 30h	Range \$120k-\$135k pro rate to 30h

DIRECT REPORTS:

Team Leaders; Admin and Accounts Officer

PURPOSE

The CEO is responsible for the overall strategic leadership and management of the organisation as determined by the strategic direction established by the board and leadership and, in a manner that is consistent with the vision, mission, values and practice models of the organisation.

OVERVIEW

Responsibility:

The Board of Directors of Family Support Newcastle fulfils its role by delegating the responsibility for the leadership and management of the organisation to the Chief Executive Officer (CEO). It ensures that the CEO is performing their role from reports (including financial, staffing, WH&S and outcomes against organisation plans) and regular reviews of work performance.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Leadership

- Takes a strategic position as well as organisational and program detail
- Provide vision and energy that inspires and motivates at all levels of the organisation in accordance with the organisation’s mission, values and strategies
- Promote an organisational culture that is encouraging of people at all levels of the organisation to participate in decision making, contribute ideas, take on leadership roles and actively contribute to the ongoing development of the organisation as a whole
- Proven ability to role model, and lead, excellence, accountability, resilience and reflective practice
- Ensure compliance in relation to the organisation’s legal, financial and governance obligations including funding agreements and reporting requirements
- Actively participate in and lead as appropriate organisational activities to support and grow research, development and innovation
- Develop and enhance external networks and strategic partnerships, collaborating with business, industry, government and community on a local, regional and national basis
- Ensure that FSN uses transparent decision-making processes that values consultation with relevant stakeholders; with processes that ensure agreed decisions are enacted
- Inspires and supports organisational team cohesion and a culture of inclusion and collaboration
- Fosters a team of leaders that work collegially with the CEO to promote the vision, values and practice of the organisation.

Management, Planning and Development

Ensure the efficient and effective management of all resources to ensure organisations’ performance in line with funding requirements.

- Ensure that the organisation meets its legal and contractual obligations
- Monitor community needs on an ongoing basis and be aware of the changing context within which programs and services are provided
- Ensure consistent, contemporary, ethical and legally accountable human resource management practices and processes are applied across the organisation
- Ensure the viability and sustainability of the organisation through a planned approach to growth and new funding that promotes strong partnerships
- Ensure the accuracy, integrity and timeliness of all financial accounting and reporting; ensure the operating results are achieved as determined by the budget
- Prepare and distribute comprehensive reports and other relevant information to the Board in a timely manner
- Ensure the appropriate resourcing, planning, and maintenance of organisation infrastructure
- Ensure strategic planning is undertaken and strategic plans are implemented, reviewed and reported on within planned timeframes
- Oversee the generation of FSN's Annual Report, and ensure all obligations are met in relation to the AGM
- Ensure appropriate performance accountability and supervision of all staff
- Ensure Board's directions are implemented in a timely manner
- Ensure organisation data is managed to maintain a coherent, integrated response to all data and reporting requirements.

Ideology

- Demonstrated understanding of, and commitment to, service delivery that includes approaches such as; inclusive, child focussed, strengths-based, trauma informed and client centred, through a feminist and intersectional lens. Understanding of the barriers that can prohibit clients, particularly those with complex needs and/or living with vulnerabilities, from receiving service

FSN EXPECTATIONS

1. Work to promote the vision and mission of the organisation
2. Work within the philosophy and values of the organisation
3. Abide by the Code of Behaviour, confidentiality and all policies and procedures of the organisation. Comply with all statutory provisions applicable to the position and the organisation
4. Implement the FSN commitment to Aboriginal and Torres Strait Islander People
5. Participate as an active member of the FSN team assisting in other appropriate tasks and activities, working consultatively and co-operatively with other staff, and if required, volunteers and management committee members
6. Contribute to the maintenance of an organised, safe and inviting work environment
7. Attend and participate in scheduled meetings and staff development activities
8. Ensure that your working relationships are based on equality between all team members
9. Liaise professionally with other relevant government and non-government services
10. Establish respectful, genuine relationships with client families where appropriate

SELECTION CRITERIA

1. Qualifications and experience:

- Graduate/post-graduate qualifications relevant to the position
- Minimum of three years recent experience leading a human services organisation delivering quality outcomes for clients

2. Finance and Governance

- Demonstrated high level experience in financial and non-financial management and governance activities; reporting to and working with, a Board of Management
- Experience in successful contract management and meeting funding provider requirements

3. Management

- Demonstrated ability to manage and inspire staff
- Demonstrated ability to ensure a workplace where cultural safety for Aboriginal and Torres Strait Islander families, staff and communities is embedded throughout the organisation
- Demonstrated ability to work collaboratively with a wide range of stakeholders, including staff, client families, community and funding provider partnerships
- Outstanding communication skills across all mediums including: demonstrated recent success preparing submissions and securing funding; ability to provide high quality reports to funding bodies and other stakeholders; negotiation and conflict management skills

4. General

- Understanding of relevant policies and procedures on equity and diversity, managing for performance, privacy and confidentiality, child protection and work health and safety
- Excellent computer proficiency in at least Microsoft Office; i.e. Word, Outlook, Excel, report preparation, data bases

Approvals/licences

- Current WWCC
 - National Police Check
 - Current NSW Drivers Licence
 - Covid vaccinated
 - Must be available to work Mondays
 - Comprehensively insured vehicle
-