



Position Description

Position:	Chief Executive Officer
Conditions:	3-year fixed term contract with the possibility of renewal
Reports to:	Chair and Board of Directors
Direct reports:	Operations Manager, Arts Development Manager, Administration Officer
Updated:	February 2018

Duties/ Activities

1. Be responsible for all aspects of the business and administration of the Company. Provide timely and accurate reports to the Board, prepare documentation and attend Board, sub-committee and members meetings in the capacity of CEO and as minute-taker. Ensure the Board is kept fully informed on all aspects of the Company including risk and financial management.
2. Be proactive in leading the development, implementation and review of the Company's Strategic Plan, including driving a change management process that responds to changes in core funding and the Company's operating model.
3. In association with key staff, ensure that the Company meets strategic and operational objectives and financial targets in annual budgets and plans approved by the Board of Directors.
4. Develop and oversee the delivery of programs, activities and services that contribute to the ongoing growth of the Company's financial resources and lead to ongoing sustainability.
5. Identify and capitalise on new opportunities to generate revenue, including applying for and acquitting grant and foundation funding and undertaking business development activities to grow the training and consulting arm of the Company.
6. Develop and sustain strategic partnerships and relationships with relevant government, private and not-for-profit organisations and agencies, artists, and other key influencers to enhance and further the strategic direction of the Company.
7. Be responsible for ensuring the Company adheres to sound financial practices and

policies, and is compliant with all relevant legislation.

8. Oversee all HR functions, including recruitment and supervision of staff, performance management, professional development, compliance with Company policies and practices and foster an organisational culture that attracts, rewards and retains high-calibre staff.
 9. Represent the Company as the spokesperson at public forums, functions, events and meetings, and in the development and maintenance of relationships with funding bodies, corporate donors, philanthropists and sponsors.
 10. Other associated duties as required.
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Knowledge, Experience & Skills

- High level strategic, operational and change management skills preferably in an arts and/or disability sector environment.
- Ability to develop and maintain professional relationships with clients and funding bodies. Well-developed leadership qualities and demonstrated financial management skills.
- Strong presentation, communication and interpersonal skills.
- Capacity in high level strategic planning, policy development and analysis and demonstrated ability to build strategic partnerships and alliances.

Qualifications

Relevant qualifications that enable the CEO to effectively represent and lead the organisation. These will include tertiary qualifications (e.g. Master of Business Administration, or postgraduate Arts or Social Services qualifications) and/or equivalent industry experience.



Chief Executive Officer Selection Criteria

Applicants are required to provide a written response to each of the following criteria in order to be considered for the role. Please provide this response in a separate document.

Essential criteria

1. **Leadership** - Demonstrated leadership qualities, evidenced by experience in a CEO or similar role, preferably in either the disability or arts sectors.
2. **Program delivery** - Experience in successfully delivering programs and services that respond to a company's strategic and/or financial goals.
3. **Relationship management** - Demonstrated ability to foster high level partnerships and relationships with government, funding bodies, donors and other stakeholders, including success in writing, managing and acquitting grant applications.
4. **Operational** - Excellent administrative, planning and communication skills and high level financial or budgeting experience.
5. **Entrepreneurial** - An entrepreneurial spirit with the capability to identify and capitalize on new opportunities to generate revenue, including business development and fundraising skills.

Desired criteria

1. **Disability** - Lived experience of disability
2. **Relationships** – Well established networks in the arts, and/or arts and disability sector/s.
3. **Change management** - Experience in change management and successful implementation of new company model or structure.
4. **Governance** - Experience as a company secretary or undertaking secretariat function for a board of directors.

Accessible Arts

Accessible Arts is a leading Arts and Disability organisation in NSW. Based in the Arts Exchange at The Rocks, Sydney, this small but busy team provides professional services and assistance to organisations and individuals in the arts and disability sectors. We provide consultancy services and training to organisations, and implement a range of programs for

artists with disability with a view to supporting and enabling people with disability to develop and maximise their creative potential.

Accessible Arts is entering a period of change and development as the NDIS is introduced across Australia. We are seeking an energetic CEO with diverse experience to work closely with the board to lead our team into an exciting future. The successful candidate will have high level strategy, leadership and change-management skills, and strong networks in either the arts and/or disability sectors.

The CEO is the key leadership position within the organisation, oversees all staff and works closely with the Board of Directors. The successful candidate will have experience in implementing significant change and will be able to support staff as well as provide advice to the Board. The CEO will have a positive attitude, innovative ideas and the experience required to lead the company into its next phase. Further information about the duties of the role can be found in the [Position Description](#).