



The English-Speaking Union (Victoria Branch)

PO Box 1044, ASCOT VALE, VIC 3032

Office telephone: (03) 9326 0654

Website: www.esuvic.org.au

CALL FOR EXPRESSIONS OF INTEREST: EXECUTIVE DIRECTOR

Context

The English-Speaking Union (Victoria Branch) (ESU), an educational and cultural charity, was founded in Melbourne in 1919. It is a membership organisation that is governed by an elected Council. Its vision is to forge stronger bonds between the English-speaking peoples.

The ESU's goals are to:

- Promote co-operation and understanding between the English-speaking peoples
- Provide cultural, educational, research and community programs that engage and influence Australians, especially young people
- Collaborate with relevant partners and networks to deliver projects in areas of shared interest
- Encourage community involvement in the ESU's work

The ESU's strategic pillars are:

- Consolidate our Culture - by promoting and advocating the traditions and identity of the English-speaking peoples
- Be active within the Community - by sponsoring our cause actively in the community
- Develop our Capability and Capacity - by being an effective and efficient organisation

Call for Expressions of Interest

The ESU seeks expressions of interest from people interested in leading the organisation as its Executive Director. Experienced managers who share the ESU's vision for an engaged community that embraces our English-speaking heritage, culture, identity and connections are invited to contact Robert Furlan, ESU Victoria Branch President, by email (president@esuvic.org.au) or by telephone (0419 559 608).

There is currently no closing date. The opportunity to express interest will close when a satisfactory candidate is identified.

To lodge a formal expression of interest, please send the following by email to the President:

- A response to the Selection Criteria;

- A current CV or resume;
- The contact details for three referees, at least two of whom should be familiar with the candidate's work as an employee; and
- Confirmation of willingness to participate in an interview, preferably in person in Melbourne (or via Zoom).

All Expressions of Interest will be acknowledged by email reply.

The successful candidate will be offered an employment agreement starting as soon as possible.

The Position

This is a full-time (38 hours per week) and continuing position, subject to a three-month probationary period. The position reports to the ESU Council through the President and manages the ESU's Executive Officer.

The days and hours of work are flexible and will include some after-hours work related to ESU meetings and activities. No overtime is payable, but time off in lieu should be taken as soon as practicable after extra hours are worked. Annual leave of 20 days p.a. applies but no leave loading is payable.

A salary package of around \$100k p.a. is offered. This includes the employer's superannuation contribution at 9.5%. A higher remuneration package may be considered for an exceptional candidate. Salary payments are made fortnightly in arrears.

Role and responsibilities of the Executive Director:

Under the direction of the President:

1. **Lead and deliver strategic projects for the ESU**, including the following:
 - a. Identify, manage and promote ESU activities (functions, awards, sponsorships, presentations and conferences) which advance ESU aims in line with the budget, strategic plan and stated organisational goals
 - b. Arrange for professional expertise, member and volunteer support to contribute to programs and events
 - c. Identify, develop and maintain fundraising opportunities that benefit the ESU and its programs, such as:
 - i. Philanthropic and Government Grants
 - ii. Fundraising events
 - iii. Ongoing fundraising programs

- d. Develop external networks to support and advance ESU programs and projects through partnerships
 - e. Submit to the Council an annual review of the performance of strategic projects and recommended improvements
2. **Oversee ESU's communications**, including the following:
- a. Communicate ESU's programs and activities with members, alumni, community and corporate partners, sponsors and the public via the website, print and electronic newsletters, social media and other channels where appropriate
 - b. Publicise ESU aims, programs and activities through external media
3. **Provide executive support for the ESU Council and, if required, its committees and portfolio holders**, including the following:
- a. Attend Council meetings (*ex officio*, in a non-voting capacity) and general meetings of the ESU
 - b. In consultation with the President, prepare Agendas and take Minutes
 - c. Develop ESU policies and procedures for Council approval where required
 - d. Support the President in national and international discussions
4. **Manage administrative functions for the ESU and for affiliate members as required**, including the following:
- a. Manage and develop the ESU's paid personnel to meet the ESU's emerging needs
 - b. Manage and develop the ESU's contracted and voluntary personnel
 - c. Assist the Treasurer in managing ESU finances
 - d. Coordinate the annual financial audit
 - e. Ensure that the ESU is operating in compliance with all applicable regulations
 - f. Fulfil ESUs reporting obligations to relevant authorities through preparation and submission of required reports, including acquittal reports for externally-funded activities and the Annual Information Statement for the Australian Charities and Not-for-profits Commission
 - g. Prepare an annual report of ESU activities
5. **Manage the ESU's built and movable assets**, including the following:
- a. Oversee all capital works projects
 - b. Oversee all necessary repairs and maintenance
 - c. Maintain the security of the ESU's built and movable assets

Selection criteria

Essential

1. Commitment to the ESU, its mission and values
2. Demonstrated experience in a leadership role
3. Demonstrated success with innovative projects
4. Experience in communicating effectively through oral, written and online channels
5. Experience in managing budgets, staff, contractors and projects

Desirable

1. A tertiary qualification
2. Experience in the not-for-profit sector
3. Experience in volunteer work for a membership organisation

ESU is committed to child safety. The successful appointee will be expected to hold (or to gain) a Working With Children Card and to comply with the organisation's Child Safe Policy and Code of Conduct.

Further information

Candidates with questions that are not answered by this document may contact Robert Furlan with queries at:

Email: president@esuvic.org.au

Mobile: 0419 559 608