



seed. harvest. spoon.

Chief Executive Officer

Contract Position Description

BACKGROUND

Seed Harvest Spoon is a Not-for-Profit company established solely for the public charitable purposes of health and wellbeing. Our qualified facilitators engage children and community groups in education programs delivered through experiential garden-based learning classes. Our school focus is on children in Years 3-6. They learn to grow and prepare local seasonal organic food, generate healthy ecosystems and promote local biodiversity. More detail is provided on our website.

<http://www.seedharvestspoon.org.au/>

THE ROLE

Reporting to the Board, the CEO will be a hands-on contributor actively leading, supporting and enabling all aspects of the Seed Harvest Spoon Foundation education program. It is anticipated that the role will be for 3 days per week, providing excellent work hours and flexibility to the successful candidate.

The priority during the initial 3-month contract probationary period will be to execute the **Business Development** strategy established by the Board to drive growth in the delivery of SHS services. The Board will meet with the successful candidate after 10 weeks to review progress and consider extension of the contract period based on results at that time. If the Board and the candidate mutually agree on moving forward, the contract period will be extended, including consideration for the remaining terms for 2019 and possibly 2020.

The CEO will be hired as a contractor providing services on mutually agreed days for a specified period. The specific responsibility of the CEO will include;

Strategic leadership

Work actively with the Board to develop strategy which continually advances the mission of SHS.

Business Development

The CEO will work together with our Program Manager to lead the engagement of existing and new clients with a view to promote SHS services and conclude contracts. The CEO will also work with the Board to establish new sponsorships of school programs.

Education Program Clients

- Develop an opportunity list consisting of existing school clients requiring contract renewal plus new school and community candidates for the SHS Education Program.
- Engage with clients and prospects to promote the SHS services and seek their commitment to the SHS service offerings through contract.

Sponsorships

- Work with the Board to identify sponsorship from targeted organizations willing to fund schools which are unable to fund the SHS program themselves.
- Work with the Board to confirm sponsorships through contract.

Operational oversight

Collaborate with and provide leadership and support for the Program Manager who is responsible for Education Program design, development and delivery.

Client & Stakeholder Management

Maintain healthy and active relationships with key SHS stakeholders including School Principals, relevant Community leaders and Philanthropic sponsors of SHS School programs.

People Management

Be a positive role model, supporting, encouraging and leading a high performing team of facilitators and volunteers including review and approval of resourcing of staff to deliver contracts as recommended by the Program Manager.

Financial Management

- Direct all aspects of financial management of SHS, including oversight of reports provided by third party accountant according to formal delegation authorities.
- Ensure the timeliness and quality of information required to meet the business and statutory requirements of SHS and the requirements of the Board.

Board liaison and compliance

- Maintain regular communication with the Board as required.
- Design, implement and execute good governance processes as directed by the Board and as required to maintain all statutory and ethical obligations of SHS.
- Ensure appropriate risk mitigation strategies are in place for all aspects of SHS business.
- Ensure adherence to SHS Policy and Safety guidelines by all staff.

CANDIDATE REQUIREMENTS:

We are seeking an engaging leader with a passion for the cause of teaching children about the importance of good nutritious food and the sustainability of the environment. As the ideal candidate you are a thought leader with good commercial and business development skills. Experience as a school teacher is not necessary however experience in the NFP sector will be highly regarded. The candidate will have commercial experience in managing organisations and establishing productive relationships with clients. Selling and contract negotiation skills will also be highly regarded. You are known for building and leading teams, have held senior management roles in the past. Semi-retired candidates seeking roles which leverage their prior business skills while giving back to the community are most welcome to apply.

BENEFITS OF THE ROLE:

- Market compensation
- Flexible working hours
- Make a difference with rewarding work involving life changing education for children.
- Work with a committed team and supportive board on a great cause.

APPLICATIONS:

Applications should be sent to Bree Velluti at info@seedharvestspoon.com.au including a cover letter and current resume. Applications must be received by Monday 29th of April. Early submissions and questions are welcome and candidates may be contacted for interviews prior to that time.