

**DRAFT  
DEPUTY EXECUTIVE DIRECTOR  
FIXED TERM CONTRACT**

**Deputy Executive Director's Role**

This position will focus on growing the campaigning capacity of TEC focussing on one new campaign area and associated organisational, fundraising and public activities. . It includes mentoring by our long-standing Executive Director, Jeff Angel. This is a 6 month fixed term contract position with the options of extension subject to funding.

The Deputy Director will design, drive and monitor the effectiveness of a campaign, making best use of our resources; and raise funds, particularly through digital campaigning, philanthropy and pursuing opportunities with government, business, partner organisations and other institutions. TEC is not resource rich and the successful applicant will need to be strategic, efficient and creative.

The position may develop into a permanent role with expanded responsibilities for TEC's management and campaigning.

**Remuneration**

Salary: \$85-95,000 including superannuation and leave loading. Should the position be extended there shall be an annual review of salary either as part of the general staff review or separately. Arrangements may also be made for salary sacrifice as agreed between the two parties.

The position is full-time, but working arrangements are negotiable.

**Probation**

A two-month probation period will apply.

**Working Conditions**

Unless otherwise specified as required by the Social, Community, Home Care & Disability Services (SCHADS) Award (2012). The ten National Employment Standards contained in the SCHADS Award are at Annexure A. Total Environment Centre does not pay overtime, penalties or loadings but grants time-in-lieu.

**Key Responsibilities**

- Develop and implement a campaign and fundraising strategy
- Monitor the effectiveness of the designated activities, reviewing, innovating and drawing on lessons learned to improve performance
- In close collaboration with the Executive Director leverage campaign activity to build communities of support across TEC's social media platforms
- Assist in obtaining philanthropic grants
- Undertake regular strategic and operational planning, in close collaboration with the Executive Director and in consultation with Management Committee and TEC staff
- Provide regular and ad hoc reports to the Executive Director and Management Committee on activities.

**Performance Review**

A review of performance shall be conducted at the conclusion of the 6-month term.

**Professional Indemnity**

TEC has insurance to indemnify all staff against any loss or claim made by a third party or cause of action of any kind arising out of employment provided he has acted honestly, diligently and in good faith.

## **Annexure A**

### **National employment standards (NES)**

The NES outlines 10 minimum standards of employment which apply to all employees in the Fair Work system. However, only certain entitlements in the NES apply to casual employees.

1. **Maximum weekly hours of work** - 38 hours per week, plus reasonable additional hours.
2. **Requests for flexible working arrangements** - allows parents or carers of a child under school age or of a child under 18 with a disability, to request a change in working arrangements to assist with the child's care.
3. **Parental leave and related entitlements** - up to 12 months unpaid leave for every employee, plus a right to request an additional 12 months unpaid leave, and other forms of maternity, paternity and adoption related leave.
4. **Annual leave** - four weeks paid leave per year, plus an additional week for certain shift workers.
5. **Personal / carer's leave and compassionate leave** - 10 days paid personal / carer's leave, two days unpaid carer's leave as required, and two days compassionate leave (unpaid for casuals) as required.
6. **Community service leave** - unpaid leave for voluntary emergency activities and leave for jury service, with an entitlement to be paid for up to 10 days for jury service.
7. **Long service leave** - a transitional entitlement for employees who had certain LSL entitlements before 1/1/10 pending the development of a uniform national long service leave standard.
8. **Public holidays** - a paid day off on a public holiday, except where reasonably requested to work.
9. **Notice of termination and redundancy pay** - up to 4 weeks' notice of termination (5 weeks if the employee is over 45 and has at least 2 years of continuous service) and up to 16 weeks redundancy pay, both based on length of service.
10. **Provision of a Fair Work Information Statement** - employers must provide this statement to all new employees. It contains information about the NES, modern awards, agreement-making, the right to freedom of association, termination of employment, individual flexibility arrangements, right of entry, transfer of business, and the respective roles of Fair Work Commission and Fair Work Ombudsman.

## **Deputy Executive Director**

**6 month contract position.**

### **Key Performance Indicators**

#### **At end 6 months:**

- A campaign strategy, including a fundraising plan, has been developed in consultation with the Director and stakeholders
- Campaign activities are being implemented in line with the strategy's timeframes
- Systems are in place to monitor the effectiveness of the designated activities
- Progress and issues are regularly reported to the Executive Director
- Using 2020 metrics as a baseline, there is a measurable increase in TEC's social media and website traffic, which can be directly linked to the Deputy's campaign
- Deputy provides quality input to strategic and operational planning in close collaboration with the Executive Director, Management Committee and other staff
- Deputy provides regular and ad hoc reports to the Executive Director and Management Committee on activities