



Position Description

Position Information	
Position	Chief Executive Officer
Date approved	July 2021
Program	National Women`s Safety Alliance (NWSA)
Supervisor	Chair of National Women`s Safety Alliance Governance Committee
Location	YWCA Canberra Central Office
Hours of work	30-38 hours per week
Salary	Salaried position

General Conditions of Employment
<ul style="list-style-type: none">• YWCA Canberra Enterprise Agreement 2018 - 2023• Appointment is subject to obtaining a satisfactory Working With Vulnerable People check at own cost• Appointment is subject to providing a Police Check valid within the last 3 months• Appointment is subject to satisfactory working rights in Australia• All YWCA Canberra policies and procedures will apply• Subject to a 6-month probation period

Position Statement
Reporting to the Chair of National Women`s Safety Alliance (NWSA) Governance Committee, the role will provide evidence-based policy advice on women`s safety. The role is responsible for deliverables against the Activity Work Plan approved by NWSA Governance Committee and day to day operations. In addition, this role will manage the NWSA Policy & Advocacy Advisory Committee and be the official spokesperson for the NWSA.

Responsibilities
<p>The key responsibility of this role is to build and manage NWSA profile and impact/influence nationally on eliminating all forms of violence against women. This will be achieved by developing and implementing innovative strategic alliance through communication, advocacy, and policy initiatives.</p> <ul style="list-style-type: none">• Developing and implementing communication, advocacy and policy strategies, including undertaking media relations, government relations, campaign design, speechwriting, and a range of digital and print content and collateral.• Represent NWSA publicly through the media.• Develop the policy and advocacy priorities for NWSA`s and oversee implementation.• Grow the membership of NWSA to be representative of the sector nationally.• Facilitate and foster productive relationships with women`s safety organisations, individuals with lived experience, government and other relevant stakeholders.• Manage the NWSA Policy & Advocacy Advisory Committee and implement effective contemporary governance practices.

Form: Position Description CEO - NWSA	Review Date: July 2022
Steward: Human Resources	Approved By: Chief Executive Officer
Version: 1.0	Updated: 30/7/2021



Position Description

- Manage day to day operations and staff within YWCA Canberra policies and the NWSA funding contract.
- Work collaboratively and consultatively in a dynamic environment 'with and through' NWSA advisory committee, staff, as well as individual members/community partners and other organisations such as, the other Women's National Alliances, Our Watch and ANROWS
- Participate in the development, implementation and monitoring of annual budgets, contract reporting and mid-year reviews with the Federal Office for Women.
- Prioritise and meet deadlines and work without direct supervision.
- Perform other duties as required.

Selection Criteria			
Qualifications	<ul style="list-style-type: none"> • Tertiary qualifications or equivalent level experience in policy, advocacy, research, government relations, or campaigning. • At least 2 years' experience working in policy within federal government. 		
Knowledge and Experience	<ul style="list-style-type: none"> • Experience in managing and speaking to the media. • Demonstrated experience in developing policy strategy. • Extensive knowledge of women's safety issues. • Established network of relationships within the relevant sector. • Experience chairing committees and managing diverse stakeholders. • Knowledge of developing evidence-based policy advice. • Experience in writing for and managing a range of content platforms and publications including newsletters, annual reports, websites, media releases, and social media content. • Demonstrated experience within a business operation delivering sound governance, financial management and operational excellence. 		
Capabilities and Behaviours	<ul style="list-style-type: none"> • High work ethic, self-motivated, and outcomes focused. • An innovative, collaborative and creative approach to work. • Exceptional verbal, written and interpersonal skills and collaborative attitude. • Ability to influence others. 		
Other Requirements	<ul style="list-style-type: none"> • Ability to work within the philosophy of the YWCA Canberra • Digital literacy. • Current full driver's license • A current Working with Vulnerable People Registration • Australian Citizenship or suitable rights to work in Australia 		
Authorisation			
Acknowledgement by Incumbent	Signature:	Date	Click here to enter a date.
	Name:		
Chief Executive Officer YWCA	Signature:	Date	Click here to enter a date.
	Name:		

Form: Position Description CEO - NWSA	Review Date: July 2022
Steward: Human Resources	Approved By: Chief Executive Officer
Version: 1.0	Updated: 30/7/2021