Meaningful Ageing Australia is an innovative and growing membership-based organisation dedicated to the social, emotional and spiritual wellbeing of older people. We are not tied to a faith perspective - our stakeholders have a wide range of world views. We create evidence-informed, practical resources for organisations, run webinars and workshops, and engage with the aged care sector at large to enable holistic care for all. We are the peak body for spiritual care and ageing.

**Our reason for being:**

For every person to experience meaning, purpose and connectedness as they grow older.

**Our mission:**

To provide leadership and evidence-informed resources enabling meaning, purpose and connectedness in the lives of older people.

**Our values:**

***Wisdom***

Through reflection, learning and growth we deepen our capacity to support the spiritual wellbeing of older people.

***Collaboration***

Through respectful collaboration with key stakeholders, we expand our influence so that older people will flourish.

***Engagement***

Through being truly present with others, we honour the intrinsic value of every human being.

***Influence***

Through promotion of evidence-informed resources and practice we advance the spiritual care and wellbeing of older people in Australia.

**Role Purpose**

The Chief Executive Officer is the strategic and operational lead who ensures the success of all aspects of the organisation. The applicant is also responsible to ensure the role of Company Secretary is undertaken, either personally or via delegation.

**Role Overview**

This is a highly collaborative, hands-on role, working to enable the back office to function as much as demonstrating thought leadership in Meaningful Ageing Australia’s growing community. This role is strategic and flexible, having the ability to innovate and leverage for success with limited resources. The CEO models Meaningful Ageing Australia’s values at all times, maintaining the organisation’s positive reputation with key stakeholders.

**Reports to**

The Board on overall performance against the Strategic Plan and other deliverables. There is also a close working relationship with the Board Chair around matters of employment, support and emergent issues.

**Direct reports**

* Office Administrator/EA
* Projects and Communications Officer
* Business Development Lead

Plus, sessional education team x6

Students (ad hoc)

**Organisational Structure**

Updated Nov 2021

**Position specifications**

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| **Key Accountabilities** |
| 1. Strategic leadership 2. Operational leadership 3. Stakeholder engagement 4. Governance 5. Financial management |

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| **Key Tasks** |
| 1. **Membership**  * Drive membership growth and retention through business development, member support and promotion in all events and activities. |
| 1. **Strategic leadership**   **Planning and implementation**   * Support the board to establish strategic plans * Monitor, deliver and report on strategic activities within set timeframes * Maintain a clear view of short- and long-term issues and priorities, ensuring plans are in place to maintain momentum for the organisation * Seek opportunities to increase resourcing for Meaningful Ageing Australia, through membership growth, partnerships, student placements, grants, contracts or other means |
| 1. **Representation**  * Credible and engaging representation of Meaningful Ageing Australia with media, at conferences and events, on social media, with government, in national networks including with the Commonwealth Government and other spaces that align with our strategic priorities |
| 1. **Operational leadership**  * Maintain the organisation’s strong culture of respect and inclusion for all team members and all stakeholders * Support and enable the Meaningful Ageing team to succeed through regular supervision and support with flexible approaches focused on outcomes * Model relevant components of the National Guidelines for Spiritual Care in Aged Care with the Meaningful Ageing Australia team (e.g., regular times of pause and reflection, ability to engage with ageing and spirituality, etc.) * Ensure the smooth running of all aspects of Meaningful Ageing Australia business, including project planning and evaluation, innovation and business development, quality assurance and effective business systems * Continuous improvement processes are regularly implemented * Collaborate with team members and external providers with editing the website, managing SalesForce, using QuickBooks, MailChimp, Hootsuite/social media and other systems as required * Lead on all aspects of risk management including workplace policies and procedures and board policies and procedures * Ensure suitable physical office arrangements are maintained with host organisation (NARI) * Lead on work health place and safety in collaboration with NARI * Establish, sign off, monitor and ensure compliance with all business agreements/contracts that are made with suppliers and/or customers, in discussion with legal services and/or board chair for new arrangements where relevant |
| 1. **Stakeholder engagement**  * Formulate, lead stakeholder and deliver of specific stakeholder engagement strategies. This includes but is not limited to member organisations and prospective members, government, universities/academics, politicians, peak bodies and others who have an ability to influence quality of life for older people who are accessing services * Active collaboration with other parties to achieve organisational goals |
| 1. **Governance**  * Support the board to ensure smooth functioning of the organisation’s governance   This includes, and is not limited to, drafting agendas and preparing board papers, reviewing/finalising minutes, completing and reporting on all compliance requirements, assisting with risk assessments, managing the board portal (Convene), ensuring smooth board recruitment and induction processes, and board actions are captured and implemented   * Maintain accurate records and ensure compliance with all government requirements (Australian Charities and Not for Profit Commission) * Participate in all board committees |
| 1. **Financial management**  * Sound financial systems, processes and controls are in place and maintained * Annual budgets are agreed with the board and adhered to * Regular liaison with the external accountant * Manage all finances in liaison with the external accountant, board treasurer and board Finance and Risk Committee as required |

**Person specification**

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| **Key selection criteria** |
| * Minimum of five years’ experience in a senior leadership role, preferably in a membership-based organisation. * Demonstrated knowledge of the aged care industry, especially concerning current aged care reforms * Strong strategic mindset and ability to deliver on plans * Strong business acumen * Outstanding written and verbal communication skills with a demonstrated ability to engage and influence key stakeholders * Demonstrated contemporary knowledge of spirituality, high quality spiritual care and links with opportunities and challenges of ageing * Experience in planning and evaluating successful projects * Demonstrated track record in evidence-based practice and policy * Capacity to work effectively with a small, largely part-time and dispersed team including volunteers * Outstanding organisational and time management skills * Evidence of ability to achieve great outcomes in a resource-constrained environment * Demonstrated success managing multiple stakeholder relationships ranging from government to service providers to individuals * Willingness to play e.g., Experiment with new approaches and devise and deliver innovations * Confident with technology |

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| **Qualifications** | |
| Essential: | * Tertiary qualifications in humanities or a similar field |
| Desirable: | * Qualifications in spiritual care, project management, public health, communications, adult education, business development and stakeholder engagement |

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| **Other** | |
| Essential | * Strong competency in Microsoft Word, PowerPoint, Outlook and Excel |
| Desirable | * Experience working in pastoral / spiritual care * Knowledge of aged care * Capable in OneDrive, Sharepoint, SalesForce, QuickBooks, Canva, Convene, Articulate360, Eventbrite, Facebook, WordPress, SurveyMonkey, Zoom, MailChimp, Hootsuite, Teams and Zotero. |

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| **DECLARATION** | |
| Essential | My position description has been explained in detail and I understand and accept the accountabilities as outlined. |
| Employee | Name: …………………….……. Signature: ……………………………  Date: / / |
| Meaningful Ageing Australia | Name: …………………….…….. Signature: ……………………………  Date: / / |