



## Chief Executive Officer Position Description

**Position Title:** Chief Executive Officer

**Reporting to:** Board, Staff in Cambodia, Corporate Partners (Direct)  
ACNC/CAV, Donors (Indirect)

**Term:** Ongoing

**Commitment:** Two days a week

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### About Shine Connections

Shine Connections is a not-for-profit organisation whose mission is to build communities both in Australia and internationally that are invested in education and positive social change. We currently have two main programs:

*Shine Cambodia* supports and empowers the local community of Otres, Cambodia to break the poverty cycle by providing education and community support services. As Cambodia exits 18 months of school closures and disrupted schooling, Shine Cambodia will be using our influx of funding to engage young people in accelerated learning to counter the disadvantages exacerbated by COVID.

*Shine Impact* is an online community and platform run by a group of young activists and academics in Melbourne which educates, connects, and mobilises youth to enact positive social change through grassroots efforts and real-life action. Shine Impact engages in double impact through our members engaging in their own social change, while our social enterprise structure sees our profits going towards *Shine Cambodia*.

### Our Mission

We provide education programs to children and young people in Cambodia and Australia, inspiring them to reach their full potential and make a positive impact on the world.

### Our Vision

A world where all children and young people have access to education and are invested in positive social change.



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### Our Values

**Passion:** We relentlessly champion and support education and positive outcomes for the Shine community.

**Sharing:** We collaborate with community members to share knowledge, resources, and build on existing community efforts.

**Sustainability:** We strive to provide stable, long-term outcomes for Shine communities. We will always be accountable, transparent, and ethical in the way we do business.

**Empowerment:** We believe that all people have the right to decide their own future. We support people to make their own decisions and choose their path.

**Community:** We are committed to listening to the needs of the communities we work within and keep them at the heart of everything we do.

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### Position Summary

The Chief Executive Officer (CEO) is responsible for the effective operation of the organisation and is delegated this responsibility through the Board.

The CEO is tasked with the development and enactment of a strategic plan, overseeing growth and provision of service lines, liaising with key stakeholders (international officials, government, other service providers), performing internal policy review, managing finances, supervising staffing, and monitoring organisational performance. The CEO acts as the communication channel between the Board and staff, providing strategic information and other particulars when needed.

The CEO also focuses on cultivating potential collaborations, workforce planning, education management, and improving models of service delivery between Cambodia and Australia.

### General Responsibilities

#### Administrative

- Provide vision and leadership in the development, implementation, and evaluation of Shine's strategic directions in conjunction with the board, staff, and key stakeholders.
- Oversee management of total operations of Shine, ensuring the integration of all functions and activities for the effective delivery of services and programs in line with the strategic plan.



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- Provide high-level advice to the board on all key areas, including analysis of the political and economic environment as it relates to Shine in Australia and Cambodia.
- Regularly monitor and evaluate the performance of Shine and initiate action necessary to improve all aspects of the organisation.
- Develop innovative responses to new initiatives and international policies to advance Shine's vision, values, and mission.

### **Finance**

- Oversee all financial processes to ensure reporting obligations and budgetary goals are met, and organisational viability is sustained.
- Manage and monitor the service agreement and funding process with government departments and other funders.

### **Culture**

- Provide strong and effective leadership that fosters a safe and harmonious workplace and builds a positive culture in line with the Shine's vision, values, and mission.
- Ensuring the wellbeing of staff and volunteers in both Cambodia and Australia, such that they can perform to the best of their ability and reach their full potential.

### **Community Engagement**

- With the support of the board, advocate for Shine's strategic objectives at the local and international governmental levels.
- Represent Shine as its public face, building key strategic relationships and organisational reputation across Australia and Cambodia – including within government, sector based and other relevant settings.
- Contribute to the ongoing sustainability of the education and international community development sector through active participation in the steering groups, committees, and international peak bodies.

### **Accountability**

- The CEO is accountable to the board.



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### Key Results

| Key Result Area                               | Major Activities   | Outcome Measures  |
|---|--|---|
| <b>Strategic Planning</b>                     | <ul style="list-style-type: none"> <li>• Manage implementation of Strategic Plan</li> <li>• Drive annual and long-term planning processes</li> <li>• Explore new funding avenues</li> </ul>  | <ul style="list-style-type: none"> <li>• Strategic plan developed every three years</li> <li>• Strategies are facilitated to deliver on identified strategic outcomes</li> <li>• Regular reporting to the board, with reference to the Strategic Plan</li> </ul>  |
| <b>Operational Management</b>                 | <ul style="list-style-type: none"> <li>• Oversee standards and quality in the delivery of services and programs</li> <li>• Direct human and organisational resources to optimise service and oversee service development consistent with the strategic plan</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Services and programs are delivered to a high standard and reported against on a monthly basis</li> <li>• Organisation continues to meet accreditation (as defined by the board)</li> </ul>  |
| <b>External/Board Relationship Management</b> | <ul style="list-style-type: none"> <li>• Maintain positive relationships and communicate effectively with the board</li> <li>• Exercise effective representation, strategic communication and advocacy through media and public forums on children's health, education, safety and well being</li> </ul> | <ul style="list-style-type: none"> <li>• Timely and relevant reporting to the board, formally on a monthly basis and informally as required</li> <li>• Provision of information to the board to allow well-informed decision making</li> <li>• Strong and effective communication with the Board Chair</li> <li>• Carry out and report back to board directives</li> <li>• Partnership and networking for Shine defined and delegated to appropriate staff, with select relationships managed by CEO</li> </ul> |
| <b>Human Resources Management</b>             | <ul style="list-style-type: none"> <li>• Drive implementation of staffing policies and practices, while monitoring and reviewing performance</li> </ul>  | <ul style="list-style-type: none"> <li>• Provide support and professional development to staff to enable them to increase</li> </ul>  |



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|                              |  |   |
|------------------------------|--|---|
|                              | <ul style="list-style-type: none"> <li>● Maintain appropriate organisational structure with clear delegations and accountabilities</li> <li>● Promote an organisational culture of learning, communication and problem solving</li> <li>● Ensure that all staff, students, and volunteers understand and respect the vision, values, and mission of Shine</li> </ul> | <p>decision making and accountability</p> <ul style="list-style-type: none"> <li>● Provide leadership on cultural diversity issues and ensure staff are trained in cultural awareness</li> </ul>  |
| <b>Financial Performance</b> | <ul style="list-style-type: none"> <li>● Ensure budgetary goals are met</li> <li>● Ensure finances are monitored and managed to an exceptionally high standard</li> <li>● Play an active role in organising, carrying out, and evaluating Shine fundraising campaigns</li> </ul>   | <ul style="list-style-type: none"> <li>● Work closely with Shine's Accountant and Auditor</li> <li>● Organisational financial sustainability in line with agreed targets, determined by the board (with consideration of funding targets)</li> <li>● Finance and risk management strategies implemented</li> <li>● Board appraisal of any aberration from the agreed budget obtained</li> </ul> |
| <b>Governance</b>            | <ul style="list-style-type: none"> <li>● Ensure service targets set by funding bodies are achieved</li> <li>● Ensure compliance and accountability under all Acts and legislation as they pertain to Shine</li> <li>● Ensure the Shine board is made up of suitably qualified and skilled members</li> </ul>   | <ul style="list-style-type: none"> <li>● All Funding and Service Agreements as well as other financial reporting requirements met</li> <li>● Compliance with relevant legislation and Acts</li> <li>● Works closely with the board to implement board recruitment policies</li> </ul>   |



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### **Expected Competencies**

It is expected that the CEO will be able to demonstrate the following:

1. Extensive experience in providing inspirational leadership within the not-for-profit sector with exemplary strategic, financial, operational and people management skills.
2. Significant understanding of, and commitment to, children's education and international community development and the vision, values, and mission of Shine.
3. An understanding of the political environment and current issues affecting the international development and educational systems and the education system particularly in Cambodia.
4. Extensive experience in managing a diverse portfolio of services, programs, and projects within a strong best practice/continuous quality improvement framework.
5. Strong ability to analyse data and information, identify risk, opportunities, and issues for the organisation, with an ability to respond accordingly to address these, to achieve its goals and objectives.
6. Highly developed interpersonal skills, including strong skills in negotiation and consultation. Experience in developing and maintaining collaborative partnerships and stakeholder relationships.
7. Exceptional written and verbal communication skills with ability to influence at the highest level. Confident public speaking and presentation style.
8. Financial and business skills and acumen with extensive experience in the preparation of budgets, business plans and funding submissions.
9. Passion for planning and organising small-to-large scale fundraising campaigns, with the associated marketing experience and determination to succeed.



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### **Other Relevant Information and Requirements**

- You are required to have a current driver's licence and regular travel is expected.
- You will be required to undergo a Police check and a Working with Children check.
- All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced into the workplace to improve Occupational Health & Safety.
- This position description operates in conjunction with and forms part of the relevant individual performance development review plan. An initial review will take place six months following commencement of employment and then on an annual basis.