

TGV Chief Executive Officer Position Description

KEY INFORMATION

Role	Chief Executive Officer (CEO)
Hours	Full Time - 76 hours per fortnight
Location	Melbourne with Remote Flexibility
Remuneration	\$120,000 per annum plus superannuation
Commitment	12 Month Fixed Term Contract with potential for renewal
Reports to	Chair & Committee of Management

Acknowledgement of Country

TGV operates across lands belonging to many nations including the Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung, and Wathaurung peoples of the Kulin Nation. Transgender Victoria pays its respects to Elders past & present, and acknowledges that sovereignty has never been ceded.

Summary

TGV is Victoria's leading body for transgender and gender diverse advocacy. We work to achieve justice, equity and inclusion for trans and gender diverse people, their partners, families and friends. Our growing work in consultancy centres on supporting businesses and organisations to better include, support, and provide inclusive services to LGBTIQ+ people with a focus on the in trans and gender diverse communities.

TGV is currently undergoing a period of rapid growth, and we're looking for a highly motivated and driven applicant to join our team to lead TGV as we take our next steps to expand our work supporting trans and gender diverse people across Victoria and beyond. We are a dynamic and rapidly growing organisation seeking candidates with a passion for social justice, equality, and improving the health and wellbeing of trans and gender diverse people.

Key Aims

- To improve outcomes for TGD people through strategic frameworks.
- To lead TGV's staff team to achieve strategic outcomes.
- To expand TGV's efforts in fundraising, sponsorships, and partnerships to fund community facing initiatives and core projects.
- To diversify and grow TGV's revenue streams and ensure financial sustainability.
- To oversee the expansion of TGV's work in diversity consultancy in collaboration with various stakeholders.
- To expand TGV's media profile and relationships.
- To grow the profile, support and contribution of TGV to TGD and LGBTIQA+ communities in Victoria.

Responsibilities & Duties

- Weekly briefing with TGV Chair
- Supervision of staff
- Working closely with the TGV Board and Executive in development and delivery of strategic plans and priorities
- Liaising with key stakeholders, community partners and other external bodies including the Equality Branch of the Victorian Department of Premier and Cabinet, Victorian Pride Centre, Health Services and Government bodies nationally, state and local
- Support the ongoing delivery and development of our key projects (Silver Rainbow, Peer Support, Wraparound.)
- Attend training sessions and planning days, around 5-6 throughout the year
- Adherence to TGV's internal policies and Code of Conduct; commitment to TGV's values
- Familiarity with the TGV Grievance Policy and ability to take appropriate in coordination with the TGV Executive as required
- Overseeing development and delivery of ongoing and new TGV campaigns and initiatives including Trans Day of Visibility, Trans Awareness Week
- To oversee the training and development of TGV staff to achieve an engaged work environment
- Improve offering and communication to the TGV member base
- Oversee and coordinate effective delivery of projects within timeframes and budget in conjunction with volunteers and other stakeholders

Required Criteria

- Strong demonstrated track record and experience of leadership, team management, and working with a diverse range of stakeholders
- Strong written and verbal communication skills; ability to identify potential risks and challenges
- Ability to undertake and report on actioned tasks from TGV Chair and Board
- Demonstrated skills and experience in project management
- Creative problem-solving skills and ability to pursue flexible and innovative solutions in response to community need
- High level of commitment to TGV's values, particularly regarding respect, integrity and the promotion of justice, inclusion and diversity

- Strong understanding of trans and gender diverse communities, including inclusive and intersectional practice
- Flexibility to adapt to rapidly evolving stakeholder needs and situations
- Ability to interpret and respond to feedback (both internal and external)
- Ability to research and familiarise self with new sectors and contexts as needed
- Experience using document processing and creation suites such as Google Docs
- Willingness to adopt new software and platforms for collaboration and project delivery as required
- High level interpersonal and communication skills, including public speaking, working with media, and the ability to work with a diverse range of people
- Ability to work with and grow TGV's volunteer base
- Current Working with Children Check (or willingness to obtain one)

Desirable Criteria

- Experience working within the Victorian LGBTIQ+ Sector
- Experience working with trans and gender diverse communities
- Existing relationships with potential community partners and sponsors
- Lived experience as a member of the trans and gender diverse community
- Diverse lived experience including but not limited to Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability
- Experience using collaboration platforms such as Google Drive, Zoom, and Slack
- Experience with Reckon Accounts Hosted or equivalent online accounting software packages
- Experience using and maintaining Membership Management platforms
- Established networks and contacts in the trans and gender diverse sector and LGBTIQ+ sector more broadly locally and Australia wide
- Familiarity with risk-management strategies
- Management, Business or associated qualifications

How To Apply

Apply by emailing chair@tgv.org.au with an included CV and short cover letter or video outlining how you meet the selection criteria and why you'd like to join the TGV Team.

Deadline to apply: 10 March 2023

For any further questions or information, please get in touch with Rochelle Pattison (TGV Chair), at Chair@tgv.org.au.

trans and gender diverse people, first nations people, people of colour, people with disabilities and people from other underrepresented groups are encouraged to apply