

CHIEF EXECUTIVE OFFICER – POSITION DESCRIPTION

ABOUT PREVENTION UNITED

Established in 2018, Prevention United is a registered health promotion charity and company limited by guarantee that focuses on promoting mental wellbeing and preventing mental health conditions. We take a public-health driven approach that focuses on:

- Raising awareness about the possibility and importance of promoting mental wellbeing and preventing mental ill-health among all Australians, and how this can be achieved.
- Building Australia's capability and capacity in mental health promotion through training and consulting services, and other workforce and sector development activities.
- Advocating for greater government action and investment in the promotion of mental wellbeing and the prevention of mental health conditions, and for the social policies needed to create mentally healthy communities.
- Providing information resources and programs to assist individuals to look after their mental wellbeing and reduce their risk of experiencing a mental health condition, and support others to achieve the same.

SCOPE OF THE POSITION

Prevention United is seeking a new Chief Executive Officer (CEO) who can continue to build the organisation's reputation as one of Australia's leading mental health promotion organisations. Reporting to the company's Board of Directors, the CEO will be responsible for leading the company on a day-to-day basis and overseeing and contributing to the successful implementation of its strategic objectives and operational activities.

ACCOUNTABILITIES

Leadership, engagement, and business development

- Lead and represent the company in all its activities and work to enhance its profile, credibility and standing among the public, sector stakeholders, and decision makers in government.
- Forge and maintain strong links with parliamentarians, political advisors, and senior leaders in health departments and mental health commissions across Australia.
- Lead efforts to build the company's financial sustainability by attracting revenue from a range of sources including government service agreements, grants, fee-for-service activities, public giving, and sponsorships.
- Identify and pursue opportunities to commercialise the company's programs and training and consulting services.
- Build and maintain strong relationships with potential donors, sponsors, and funders.
- Maintain and enhance the company's reputation as a thought leader and subject matter expert in the field of mental health promotion.
- Serve as spokesperson for the company in line with the company's media policy, as required.

Strategy, oversight, and accountability.

- Be strategic, think laterally, be creative, deliver impact and grow the company.
- Keep up to date with issues, trends and opportunities that affect the company.

- Work with the Board of Directors to develop the company's Strategic Plan and annual operational plans and budgets.
- Prepare board papers and attend bimonthly meetings of the company's Directors to ensure Directors remain briefed on the company's financial position and operational activities.
- Ensure that the company is compliant with all its legal and regulatory obligations and reporting requirements and manage its annual report to the ACNC.
- Identify and mitigate potential operational, reputational, financial, legal and others risks to the company.
- Respond to and manage incidents as they arise and report all relevant risks to the Board.
- Oversee and contribute to the preparation of progress and final reports, financial acquittals, and other reporting requirements linked to company's grants and service agreements.
- Support the company's ability to track its impacts.

Management

- Develop and monitor the company's budget and ensure that the financial affairs of the company are tracked and managed responsibly in collaboration with external accountants, auditors, and contractors.
- Help make Prevention United a workplace of choice for people who want to work in mental health promotion.
- Support the recruitment and development of an engaged, skilled, and high-performing team.
- Provide regular supervision and support to staff who report directly to the CEO.
- Create a mentally healthy workplace that promotes the wellbeing of the company's employees, volunteers, and students, minimises the risk of psychological injury at work, and supports those experiencing challenges to their mental health.
- Contribute to the implementation of the company's operational activities as required, ensuring that all projects are completed on-time, on-budget and to a high standard.

KEY SELECTION CRITERIA

Skills, attributes, and experience:

- A passion for mental health promotion and demonstrated achievements in this field.
- Qualifications and experience (10 years+) in mental health (e.g., psychology, social work, counselling, etc.), health promotion, public health, or a related field.
- Demonstrated leadership experience at an executive level.
- Experience in government relations and/or liaising with government on service agreements or government grants.
- Demonstrated experience and expertise in stakeholder engagement, and coalition building.
- Strong business acumen and experience in generating revenue from diverse sources at a department or organisational level.
- Previous success in growing and enhancing a team, department, or organisation.
- Demonstrated ability to develop and support a high performing team.
- Ability to identify, mitigate and manage risk.

Desirable

- Previous experience in leading, growing and maintaining small organisations.
- Existing relationships with government, philanthropy, and other funders.
- Experience in building a donor and supporter base.
- Media training and speaking with the media.

THE ROLE IS SUCCESSFUL WHEN...

- Prevention United is financially sustainable and regarded as the 'go to organisation' for individuals, organisations and governments seeking information, training, consulting, and other services relating to the promotion of mental wellbeing and the prevention of mental health conditions.
- Prevention United has put mental health promotion on the public and political agenda and individuals, communities and governments around Australia are actively involved in efforts to promote mental wellbeing and prevent mental health conditions.

INTERNAL AND EXTERNAL RELATIONSHIPS

- The Board and its committees
- Prevention United Staff, Volunteers and Students
- The Australian community
- Governments
- Funders and donors, existing and potential
- Prevention researchers and evaluators
- Mental health sector organisations, health and community sector organisations, and other key stakeholders
- The media

FINANCIAL AUTHORITY

As per Delegations of Authority Policy

AUTHORISED

Chairperson, Prevention United Board, March 2024