

POSITION DESCRIPTION



Executive Director – Programs, Participation and Pathways Executive Team

About Jesuit Social Services

Jesuit Social Services is a social change organisation working to build a just society where all people can live to their full potential. We do and we influence. We accompany people and communities to foster and regenerate the web of relationships that sustain us all – across people, place and planet; and we work to change policies, practices, ideas and values that perpetuate inequality, prejudice and exclusion.

Jesuit Social Services acknowledges the traditional owners of the land on which we work and pay our respects to Elders past present and emerging.

Our Values

- Welcoming – forming strong, faithful relationships
- Discerning – being reflective and strategic in all we do
- Courageous – standing up boldly to effect change

Position details

POSITION TITLE: Executive Director – Programs, Participation and Pathways

PROGRAM: Executive Team

LOCATION: The role is ideally Melbourne, but will involve work and travel across Jesuit Social Services programs across Victoria and New South Wales

REPORTING RELATIONSHIPS: This position reports directly to COO and may be required to act for the CEO/COO when either is on leave
This position has a number of General Manager direct reports

EFFECTIVE DATE: August 2025

Programs, Participation and Pathways – role overview

The Executive Director – Programs, Participation and Pathways is a key leadership role that oversees highly experienced and passionate teams across Jesuit Social Services' community development, housing and complex needs, mental health, and education/training/employment programs.

As a member of the executive team, the successful candidate will contribute to organisational strategy and be responsible for identifying and implementing new and innovative ways to meet the needs of the communities and people we work with in our programs. They will build and maintain key strategic relationships with our external partners and funders.

This position will drive high quality practice and service delivery, financial sustainability, and integration and collaboration across our programs.

Programs, Participation and Pathways overview

Jesuit Social Services engages with people from diverse backgrounds experiencing complex problems, including those associated with mental illness, substance misuse, family breakdown, offending behaviour, homelessness, unemployment, poverty and social exclusion.

Programs, Participation and Pathways delivers a wide range of Jesuit Social Services' direct service programs for these people, including:

- Housing and intensive supports for young people with complex needs, including those who have been involved in the criminal justice and child protection systems, and those who are risk of homelessness.
- Disability, mental health and wellbeing, and suicide prevention support: assisting people to reduce harm to themselves and others, establish healthy social connections, and engage in their community.
- Education, training and employment pathways including Jesuit Community College (RTO and Learn Local), education and training pathways, employment services, and corporate diversity partnerships.
- Community development and settlement programs, including work with newly arrived migrant communities, community arts and culture, and bush adventure programs
- Our Work in Western Sydney, where we partner with local communities to build on their strengths and support them to break cycles of disadvantage.

Key Executive Responsibilities and Accountabilities

Ethical Culture and Identity Leadership: Provide leadership in the embedding of Jesuit Identity, modelling and upholding organisational values and behaviours which reflect Jesuit Social Services' foundations and purpose.

Practice leadership: Ensure practice across our programs is consistent with Our Way of Working; informed by evidence; led and supervised by skilled practitioners and complies with professional standards and contractual obligations.

Strategic Leadership: As a member of the Executive Team, contribute thought leadership and strategic direction for key priorities. Work closely with the CEO and COO, providing them with insights, recommendations, and support. Collaborate with other Executive Team members to ensure effective governance, financial oversight, strategic decision-making, and integration within and between programs. This position may be called on to take on the role of Acting CEO and COO, including managing formal accountabilities to the Jesuit Social Services Board.

External Relations and Advocacy: Support the CEO in her role as chief spokesperson for Jesuit Social Services and, as required, be a key representative/spokesperson for Jesuit Social Services. Assist the CEO, COO and wider leadership team to foster a climate of collaboration to ensure our advocacy is focused towards enhancing the life situations and choices of disadvantaged individuals, families and communities.

Organisational Management: Ensure the highest standards of stewardship of financial and other resources, systems, and processes for our programs within a culture consistent with Jesuit identity. Regularly assess organisational risks to ensure mitigations are pursued.

Program Development and Impact: Refine, develop and implement high quality interventions to address the social exclusion experienced by individuals, families and communities; including oversight of program evaluation, monitoring outcomes, making strategic adjustments to enhance effectiveness and impact, and piloting early interventions with a focus on young people and their families.

Team Leadership and Development: Lead and support the work of Programs Teams to achieve social change. Foster and encourage a positive organisational culture, promote teamwork, and invest in staff recruitment, induction and development processes and encourage a culture of diversity and inclusion.

Role Specific

1. Provide executive leadership to ensure Jesuit Social Services is delivering high quality interventions in the areas of housing and complex needs, mental health and wellbeing, community development and settlement, and employment, education and training.
2. Lead work to identify and pursue opportunities to develop, trial and evaluate new initiatives and programs in line with strategic focus areas, with a particular focus on earlier intervention.
3. Act as a key programs/practice representative/spokesperson for Jesuit Social Services as required, including developing and maintaining key strategic relationships with partners from across community, philanthropy and government.
4. Ensure we continue to adapt and evolve to further strengthen practice across Jesuit Social Services programs, including by embedding Jesuit Social Services' *Our Way of Working* and drawing on our deep practice wisdom, participant lived experience, and data and evidence.
5. Assist the CEO and wider leadership team to foster a climate of collaboration to ensure program and practice advice to governments, bureaucracies and the wider community is focused towards enhancing the life situations and choices of disadvantaged individuals, families and communities.

Key Selection Criteria

1. Tertiary qualification/s and/or experience in relevant fields – such as social work, community development, health, human services, training and education.
2. Significant senior practice, program leadership, knowledge, people and resource management experience within a social service or government organisation.
3. Strong values consistent with the Jesuit identity and ethos and aspiring to model and develop this across all aspects of the organisation in the context of finding solutions to individual and community need.
4. Demonstrated capacity to design and implement new initiatives in collaboration with teams.
5. Experience in leading and contributing to strategic thinking, policy development and advocacy and ability to work proactively and innovatively.

6. Superior interpersonal and stakeholder engagement skills with experience in building relationships with a range of types of stakeholders internally and externally.
7. Active leadership in guiding reflective processes to strengthen and deepen staff's commitment to the organisation's identity and ethos.
9. Active involvement in Executive/Leadership meetings to support formulation and implementation of strategic priorities for the organisation.
10. Experience in effective oversight of all aspects of organisational stewardship

Key Performance Indicators

Executive KPIs

The following Executive KPIs are measured through a variety of ways including but not limited to periodic reviews, annual operational plans, quality and risk processes, leadership consultation, financial outcomes, staff surveys, professional development reviews (PDR) and supervision.

1. Behaviours and leadership approach which reflect, foster and uphold the organisation's vision, mission, values and culture
2. Active involvement in Executive leadership and planning meetings
3. Active formulation of strategic priorities for the organisation
4. Active monitoring and completion of Operational Plan priorities and program budgets, as reflected in the Strategic Plan
5. Evidence of effective line management structures in place, evidenced by line management reports, supervision structures and performance development of senior staff
6. Active leadership and mentoring of senior staff, evidence through workplans and encouraging collaborative contributions at leadership level.

Role Specific KPIs

Measurable indicators for ED Programs, Participation and Pathways are:

1. Practical application of the organisation's vision and purpose informing/driving priorities and decision making.
2. Leadership in the alignment of strategic objectives across all activities and ensuring leaders in the directorate are actively engaged in operationalising the organisation's priorities.
3. Leadership in developing and maintaining high quality service delivery and practice across our programs, including embedding Our Way of Working
4. Leadership in developing collaborative processes across the organisation to achieve strategic priorities of improving evidence, impact, integration and sustainability.
5. Ensuring operational priorities in this directorate are achieved - meeting budget, growing revenue and/or program solutions, managing and mitigating risks, delivering on contracts and reporting, and operational plan priorities; ensuring professional development opportunities are in place and PDR's completed.
6. Providing of timely briefings and support to Executive/CEO/Board and in particular the People, Practice and Quality sub-committee of the Board.
7. Evidence of commitment to mentoring and supporting senior staff to flourish in their roles.

8. Leadership in organisational governance processes, working closely with the CEO and Executive.

Key responsibilities of Jesuit Social Services Employees

Service delivery/ Practice Framework

- Deliver services consistent with program guidelines, relevant legislation and funding agreements
- Ability to clearly communicate with others
- The ability to manage competing priorities in a high-volume work environment
- Fulfil the reporting and administrative requirements associated with the position
- Other duties as required

Team work and supervision

- Work effectively as part of a team, contributing to reflective practice and group outputs.
- Actively participate in regular supervision with the line manager, staff meetings and professional development opportunities

Continuous Improvement and Professional Standards

- A growth mindset with a commitment to own learning and development
- Commitment to risk management and continuous quality improvement processes
- Compliance with relevant legislation, Code of Conduct, policies and procedures of Jesuit Social Services

Diversity, inclusion and culture

- Demonstrate respect and acceptance of diversity at all times and provide culturally appropriate support
- Interact with staff, participants and other stakeholders in a manner that is inclusive, respectful and non-discriminatory
- Understanding and a demonstrated capacity to provide leadership in the identity and ethos of Jesuit Social Services

Mandatory Position Requirements

- Current National and International (where required) Police Check
- Current Employee Working with Children Check
- Valid and current Australian Drivers Licence
- Proof of eligibility to work in Australia

Safeguarding Children and Young People

Jesuit Social Services takes child protection seriously, and you are required to meet the behaviour standard outlined in our Code of Conduct.

Conditions of Employment

Conditions of employment are in accordance with the current Jesuit Social Services Collective Agreement and Jesuit Social Services Policy & Procedures, including the Code of Conduct.

Employee Acknowledgement

I, _____ (please print name) acknowledge that I have read and understood the contents of this position description.

Employee Signature:

_____ **Date:** _____

Position Description Approved by:

CEO

June 2025