



PLAN C

Chief Executive Officer - Plan C

Job Description

Location: Northern Rivers, NSW.

Time commitment: Full-time. Will require occasional weekend work for specific community needs, with time off in lieu.

Contract: Ongoing (subject to funding).

Salary: range between \$105,000 to \$120,000 per year, commensurate with experience, + statutory superannuation. Plan C is a rebatable organisation with option to salary sacrifice.

About Plan C

Founded in 2019, Our Plan C Inc. (known as Plan C) is a not-for-profit registered charity with a mission to build the resilience and regenerative capacities of Northern Rivers communities in the face of disasters and crises. We envision a Northern Rivers region of NSW that is resilient and regenerative, where communities are prepared for adversity, know how to support each other and have a sense of a collective safety net.

Our values

- We seek to have a real impact on people's lives. We want Northern Rivers and Australian communities to be effectively prepared to future disasters and crises and able to face them, recover from them and regenerate in the best possible ways.
- We are inclusive and collaborative in the ways we work and relate to others.
- We seek to inspire communities to take action and support each other.
- We seek to be a leader in community resilience and regeneration, whose perspectives and projects are valued by communities, governments, and other stakeholders.
- We seek to act from a place of inner stillness.

We're now looking for a values-aligned leader to guide Plan C into its next chapter.

Position Summary

Plan C is currently transitioning from a start-up phase to a more established not-for-profit registered charity. Our new Chief Executive Officer (CEO) will work alongside our Board and our highly experienced team to lead this transition strategically and operationally. You'll be responsible for ensuring our programs, people and partnerships are thriving while ensuring successful growth. We envision the CEO to be a collaborative leader, who will nurture a positive organisational culture that supports staff wellbeing, team performance and community impact.

This is an exceptional opportunity to lead a well-regarded, community-based, dynamic not-for-profit, with a focus on ensuring long-term organisational sustainability.



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Reporting

The Chief Executive Officer reports directly to the Chair of the Board, and works closely with the Programs Director, Operations Director and other team members.

Responsibilities

Strategic leadership: Provide forward-thinking leadership to drive Plan C's mission, vision, and strategic priorities. Collaborate closely with the Board to shape and implement strategic and operational plans that respond to evolving community needs and climate-related risks.

Program oversight: Ensure the design, delivery, and continuous improvement of high-quality programs and projects across disaster resilience, community preparedness, mutual aid, and regenerative development. Maintain a commitment to community-led, place-based approaches that centre lived experience and inclusivity.

Training and capacity building: Deliver or oversee the delivery of tailored disaster resilience training and capacity-building workshops, drawing on Plan C's methodologies and frameworks. Support knowledge exchange and skills development within communities and partner organisations.

Team leadership and culture: Support, mentor, and manage a small, passionate, and self-directed team. Cultivate a positive, collaborative and accountable organisational culture that reflects Plan C's values of care.

Stakeholder engagement and partnerships: Build and maintain strong relationships with diverse stakeholders, including local communities, funders, partner organisations, government agencies, and academic collaborators. Act as a trusted and credible voice for Plan C's work, fostering long-term alliances for collective impact.

Governance and compliance: Ensure robust governance frameworks and compliance with all relevant legal, regulatory, and quality standards. Support effective engagement with the Board and implement strong risk management practices to protect organisational integrity.

Financial and operational management: Oversee the financial health of the organisation through sound budgeting, resource allocation, reporting, and financial controls. Manage day-to-day operations to ensure efficiency, transparency, and sustainability.

Fundraising and business development: Lead and coordinate strategic fundraising activities, including grant writing, donor engagement, and diversification of revenue streams. Identify and pursue new opportunities to expand Plan C's reach, impact, and resilience, in the Northern Rivers and nationally.

Public representation and advocacy: Represent Plan C at events, in the media, and through public speaking to raise visibility and champion community-led, systems-aware responses to



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crisis, recovery and resilience. Contribute to policy dialogues and sector development where appropriate.

Innovation and organisational development:

Foster a culture of learning, innovation, and continuous improvement. Promote evidence-informed practice and strategic storytelling to enhance Plan C's profile, reach and systemic influence.

We're seeking a strategic, values-driven leader who:

- Brings proven senior executive experience, particularly in business development, organisational growth, and managing people and operations in not-for-profit or community settings.
- Can identify and capitalise on new growth opportunities to expand Plan C's reach and impact.
- Has strong facilitation, adult education or co-design experience (or a willingness to develop this), ideally in disaster preparedness or resilience.
- Communicates with clarity and confidence, and can represent the organisation publicly and in strategic discussions.
- Excels in relationship-building with communities, partners, funders, and stakeholders.
- Understands community-led approaches and the broader political and social context affecting resilience.
- Will work collaboratively with the Board to deliver strategy, budgeting, compliance, and governance.

Desirable (but not essential):

- Knowledge of the Northern Rivers region and its communities.
- Lived experience of disaster.
- Experience working with First Nations, LGBTIQ+, young people, people with disability/mobility issues or other marginalised communities.
- Capacity to work independently and lead in a lean or volunteer-based setting.

Qualifications

- Tertiary qualifications in a relevant discipline.

Why join us?

You'll be joining a passionate team working with creativity, flexibility and purpose. We're a small but leading organisation, with a recognised expertise in community resilience, and a growing reach. You'll have the opportunity to shape Plan C's future while being supported by a collaborative team and board.

To Apply



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Please submit your resume and a cover letter detailing your interest and experience before the 22nd of July, 5 pm, to hello@planc.org.au. Candidates must be available to start as soon as possible.

Plan C is an equal opportunity employer that values diversity and inclusivity. We strongly encourage applications from all sectors of the community, including those with personal or professional experience in disasters.

We acknowledge and pay respect to the Traditional Custodians of the lands on which we operate and their continuing connection to land, sea, and community.