

# POSITION DESCRIPTION

## Chief Executive Officer

### POSITION CONTEXT

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Women with Disabilities Victoria (WDV) is the peak organisation for women and gender diverse people with disabilities in Victoria. WDV's 2025–2029 [Strategic Plan](#) envisions a safe and fulfilling life for all women and gender diverse people with disabilities in Victoria.

#### **Our strategic priorities are to:**

1. Enhance WDV's operational efficiency and funding resilience.
2. Establish research partnerships with a focus on inclusion, health, addressing gendered violence, sexual autonomy and economic justice.
3. Build gender-based accessibility and inclusion expertise across Victoria.
4. Work to dismantle ableist and sexist attitudes and systems, develop community understanding of rights and educate and empower members to live safe and fulfilling lives.
5. Embed a member and community-led approach to advocacy and system change.

#### **Our Values**

- Equity
- Respect
- Impact
- Diversity
- Accountability
- Accessibility
- Collaboration
- Creativity
- Empowerment
- Inclusion

#### **Our Vision**

All women and gender diverse people with disabilities in Victoria live safe and fulfilling lives.

## About the role

The CEO leads WDV with vision, courage, and a strong commitment to justice, driving strategies that transform the lives of women and gender diverse people with disabilities. As the chief advocate and leader, the CEO ensures that the organisation is a recognised and trusted voice in the community, shaping policy, influencing decision-makers, and amplifying lived experience.

Working in close partnership with the Board, the CEO translates ambitious strategic goals into measurable outcomes, builds financial strength through sustainability, grants, partnership work and funding diversification, and nurtures a values-led culture that empowers staff and partners. The role provides policy and strategic intelligence to the Board and is the communication channel between the Board and staff. Through this leadership, WDV will continue to grow as an innovative, sustainable, and impactful organisation.

## THE ROLE

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<b>Position Location:</b>	Hybrid, office location is Level 1, 255 Bourke Street, Melbourne, 3000
<b>Engagement:</b>	0.8 FTE
<b>Term of Employment:</b>	Permanent employment
<b>Performance Review:</b>	Employment is subject to a 6-month probationary period. An annual Appraisal of the CEO will be undertaken by the WDV Board.
<b>Reports to:</b>	Board
<b>Direct Reports:</b>	Business Manager, Policy and Research Lead, Board Governance Officer, Research and Evaluation Lead, Head of Workforce Development

## KEY RESPONSIBILITIES

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- Provide values-led and strategic leadership to advance WDV's mission and strategic goals in disability advocacy for women and gender diverse people.
- Provide effective leadership of a diverse staff group that enables a safe and harmonious workplace that builds and maintains a positive culture in line with the values of WDV.
- Drive the development, implementation, and review of the WDV Strategic Plan in conjunction with the Board, staff, and key stakeholder groups, ensuring that all services and programs deliver impact in alignment with WDV strategic plan priorities.
- Lead and proactively seek and take up opportunities that will grow WDV as a recognised leader in evidence-based, lived experience-led, disability and gender advocacy.
- Provide high-level advice to the Board on strategy, finance, risk, funding and sector trends, including analysis of political and economic conditions relevant to WDV.
- Lead WDV's financial strategy, including multi-year budgeting, financial reporting, compliance and risk management, ensuring long-term sustainability.
- Drive grant and revenue growth, including pipeline development, bid leadership, funding agreement management, acquittals and funder relationships.
- Ensure high-quality advocacy, research and policy submissions that are co-designed with women and gender-diverse people with disabilities and grounded in evidence.
- Champion an intersectional approach across all areas of the organisation's work, recognising the overlapping experiences of disability with gender, culture, sexuality, neurodiversity, and other identities.
- Represent WDV as its public face and build key strategic relationships and organisational reputation nationally, regionally and state-wide, including with government, sector-based, and relevant settings.
- Contribute to the ongoing sustainability of the Victorian Women's Health Sector through active participation in relevant women's health networks and agencies.

## KEY SELECTION CRITERIA

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- Candidate must have lived experience of identifying as a woman or gender diverse person with disability or disabilities.
- Leadership experience in an executive or senior management position within the health, community, disability or not-for-profit sector with strong knowledge and expertise in strategy, operational and people management.
- Proven financial management expertise, including strategic multi-year budgeting, financial and management reporting, audit readiness, compliance, and risk management in a grant-funded NFP.
- Track record of winning and managing government and philanthropic grants, including pipeline development, bid leadership, contract negotiation and acquittals.
- Knowledge of and commitment to a feminist rights framework and social model of health in advocating for women and gender diverse people with disabilities.
- Deep understanding and experience of disability, gender and grassroots advocacy, that is intersectional and seeks systemic change.
- Strong knowledge of the political environment and current issues facing women and gender diverse people with disabilities, and the advocacy and women's health sector.
- Strong track record in working with Boards, ensuring good governance, compliance, and accountability.
- Strong ability to identify risk, opportunities and issues for the organisation, with an ability to respond accordingly to address these, to achieve its goals and objectives.
- Exceptional communication and influencing skills, with the ability to represent the organisation at the highest levels with government, funders, the community and across media.
- Proven ability to lead and motivate teams, fostering an inclusive, collaborative and values-driven culture.
- Strategic thinker with the capacity to translate vision into clear operational outcomes.

### **Desirable**

- Leadership experience in an executive or senior management position, leading an organisation through financial and cultural change.

### **Qualifications**

- Tertiary qualifications relevant to the position or equivalent experience.

### **Other requirements**

- Cleared Police Check
- Valid employee Working with Children's Check
- Current right to work in Australia
- Not disqualified from acting as a responsible person for a registered charity

## Behavioural Competencies

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1. Visionary, Ethical and Value-driven Leadership
2. Stakeholder Relationship Management
3. People Management through Team Development
4. Operational Excellence and Problem Solving
5. Resilience and Stress Management
6. Communication
7. Planning and Organising
8. Initiative
9. Valuing Services and Diversity

## KEY RESULT AREAS

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Key Result Area	Duties	Success Measures
<b>Finance, Funding and Sustainability</b>	<ul style="list-style-type: none"> <li>● Lead organisational financial strategy, budgets, cash flow, reporting and audits.</li> <li>● Manage risk register and mitigation.</li> <li>● Build and maintain a strong grants pipeline, lead submissions and acquittals.</li> <li>● Cultivate government, philanthropic and funder relationships.</li> <li>● Explore and implement other vision-aligned revenue opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>● Budget targets achieved, audit unqualified.</li> <li>● Annual revenue targets met or exceeded.</li> <li>● Diversified income base year on year.</li> <li>● Positive funder relationships maintained.</li> </ul>
<b>Advocacy, Policy and Impact</b>	<ul style="list-style-type: none"> <li>● Set advocacy priorities</li> <li>● Oversee research and policy submissions</li> </ul>	<ul style="list-style-type: none"> <li>● Advocacy plan delivered</li> <li>● Policy submissions accepted or referenced</li> <li>● Measurable policy or system shifts</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>● Lead development, implementation and monitoring of the <a href="#">Strategic Plan</a>.</li> </ul>	<ul style="list-style-type: none"> <li>● Strategic Plan is developed and approved on a four-year cycle.</li> <li>● Annual operational plans and budgets aligned with strategic priorities.</li> </ul>

	<ul style="list-style-type: none"> <li>● Drive annual and long-term planning processes, aligning operational plans and budgets.</li> <li>● Embed intersectional, collaborative and evidence-based approaches across all strategy and program areas.</li> <li>● Oversee design, delivery and evaluation of programs and projects that deliver on strategic priorities.</li> <li>● Identify new and innovative opportunities to advance WDV's vision.</li> </ul>	<ul style="list-style-type: none"> <li>● Regular Board reporting against strategic outcomes.</li> <li>● Evidence that intersectionality, accessibility and equity are embedded in all work.</li> <li>● Monitoring and evaluation processes in place and reported annually.</li> <li>● Demonstrated impact from programs and advocacy aligned with priorities.</li> </ul>
<b>People, Culture and Inclusion</b>	<ul style="list-style-type: none"> <li>● Oversee workforce planning, performance and wellbeing initiatives.</li> <li>● Foster a safe, inclusive and values-driven workplace culture.</li> <li>● Embed intersectionality and cultural safety across all policies, advocacy and operations.</li> <li>● Ensure equity and accessibility outcomes are monitored and reported.</li> <li>● Ensures appropriate support, supervision and performance appraisal for all employees..</li> </ul>	<ul style="list-style-type: none"> <li>● Staff engagement improves, turnover decreases.</li> <li>● Mandatory training completed, OHS compliance met.</li> <li>● Diverse participation and leadership increased.</li> </ul>
<b>Governance and Compliance</b>	<ul style="list-style-type: none"> <li>● Reports on the delivery of agreed performance measures through the Chair/s to the Board of Directors</li> <li>● Provide timely, high-quality Board papers</li> <li>● Maintain and review the policy cycle and legislative compliance</li> <li>● Oversee secretariat quality</li> <li>● Manage organisational delegations</li> </ul>	<ul style="list-style-type: none"> <li>● Papers on time and fit-for-purpose</li> <li>● Policies current</li> <li>● Zero critical compliance breaches</li> </ul>
<b>Stakeholders and Partnerships</b>	<ul style="list-style-type: none"> <li>● Is engaged with the Women with Disabilities Victoria membership.</li> <li>● Maintain strong relationships with government, peaks, community and research partners</li> </ul>	<ul style="list-style-type: none"> <li>● Partnership MOUs active</li> <li>● Joint initiatives delivered</li> <li>● Invitations to key forums</li> <li>● Positive stakeholder feedback</li> </ul>

	<ul style="list-style-type: none"><li>• Represent WDV in forums and coalitions</li><li>• Build alliances to amplify advocacy impact</li></ul>	
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WDV meets the special measures requirements of the *Equal Opportunity Act 2010* (Vic) for the purpose of promoting or realising substantive equality for women or gender diverse people with disabilities.

PD Approved: September 2025