



POSITION DESCRIPTION

Executive Officer

Employment Status	<i>Part time four days per week (0.8 FTE), 2 year contract, subject to funding</i>
Grade:	SCHADS Award level 8.3
Reporting To	<i>Board via the chair</i>
Directly Supervising	All staff and volunteers
Date Prepared	<i>March 2026</i>

About us:

For over half a century, Inner Sydney Voice has promoted social justice and inclusion with, and for people who experience social and economic disadvantage or are in need of benevolent assistance. As one of the first regional social development agencies to be funded in NSW, we continue to support people, their communities and organisations across Central, Eastern and Inner West Sydney.

Inner Sydney Voice mobilises, supports and resources people, their communities and organisations. We are known and respected as the independent regional social development organisation and we work with government, non-government and for-profit organisations seeking to provide benevolent relief and deliver better social outcomes for people, families and communities. Our key programs include:

- Information and Referral - Information & referral is the art, science, and practice of bringing people and services together.
- Commonwealth Home Support Programme Sector Support - Developing and supporting a strong and diverse community aged care sector in our region.
- Children and Families Sector Support - ISV is the funded Sector Development agency for Children and Families funded organisations for Central and Eastern Sydney.
- Disaster Preparedness and Community Resilience Building - Strengthening communities to mitigate risks of catastrophic events.
- Civic Participation Programs - We work with locals committed to building cohesive, connected and inclusive communities.
- Community and Action Research - Empowering Communities Through Collaborative Action Research.

- Policy Advocacy - Our policy advocacy promotes social equity and is specifically aimed at systemic change for and with people who are socially and economically disadvantaged and those who are in need of benevolent assistance.
- Inner Sydney Voice Publication - Inner Sydney Voice distils the latest research and untangles just-released studies and reports. There's news, analysis, human interest, history, biography, and opinion.

Key skills

- Leadership and people management skills
- Policy development and advocacy skills
- Excellent interpersonal skills
- Financial acumen and the ability to generate revenue/funding
- Mentoring and training skills

Qualifications /Experience

- Degree in Community or social work or equivalent experience
- Experience in management or organisational leadership
- Experience in developing, facilitating and leading programs that support the development of other organisations and community groups

Desirable

Driving license, First Aid, Training assessor,

Position Duties:

The Executive officer is responsible to the board of directors of Inner Sydney Voice via the Chair of the Board to:

- Support the governance of ISV including preparation for Board, Executive and Committee meetings, preparation of minutes and agenda, and other tasks as required to support the effective governance of the organisation.
- Manage and lead the organisation in an effective manner including staff, volunteers and programme management at the direction of the board.
- Plan and manage resource allocations that maximise outcomes for ISV in line with our strategic and operational plans, funding contracts and instructions from the Board.
- Develop and execute plans to generate funding and build the income of ISV, including grant and funding applications to government and non-government funders.
- Develop and operate within ISV's budget and ensure effective financial management
- Ensure effective implementation of our organisations policies and procedures
- Develop and implement effective monitoring and data systems that effectively highlights the organisations progress and which informs organisational development.
- Support and resource staff and volunteers in the execution of all operational matters ensuring high standards of practice at all times.
- Ensure planning strategies are in place to meet and maintain the required staffing levels for outputs and activities across the organisation

- Develop and implement a policy/advocacy agenda focussed on the aspirations and needs of people experiencing social and economic disadvantage in our neighbourhoods
- Build and maintain relationships with stakeholders including politicians, the media, our members and colleagues in the community sector, and government officials in order to advance the organisation's strategy and policy agenda
- Monitor and develop our communication strategy and other marketing activities including the delivery of the ISV publication and acting as public spokesperson for ISV
- Ensure compliance of all the agencies legal obligations and service agreements, including provision of acquittal reports, statistical information and participation in monitoring processes.
- Ensure compliance with all employment legislation, regulations, awards, agreements and contracts
- Ensure the workplace is safe for workers, contractors, volunteers and visitors to our premises and events, and comply with Workplace Health & Safety legislation, regulation, policies and procedures
- Ensure risk management plans are developed and implemented for the organisation.
- Ensure compliance with working with children legislation, regulation, policies and procedures including in employment processes (where necessary); and keeping the Board, police, funders and other regulators informed when there is reasonable grounds to suspect that a child is a risk of harm or other reportable conduct against employees and volunteers.

Sector development

- Develop activities, resources, strategies, and tools that will assist community sector organisations and community groups to build their effectiveness in service delivery and organisational practice
- Deliver on the initiatives and expectations of funding agreements for our sector development funding
- Facilitate relevant capacity building sessions
- Lead on consultations on local community planning issues
- Advocate and support policy and program development in the sector including making written submissions.
- Support and maximise relevant stakeholders involvement in local planning and development process
- Facilitate local partnership projects and inter agencies
- Represent our member at high level Sector or government consultation processes