

## RNLC Board Director Position Description

**Position Title:** Board Director

**Organisation:** River Nile Learning Centre (RNLC) (ABN: 13 616 662 134)

**Location:** North Melbourne, Victoria

**Term:** Renewed annually, no term limits

**Time Commitment:** Approximately 5-10 hours per month, including board meetings, committee meetings, and event attendance.

**Role type:** Volunteer

### About RNLC

The River Nile Learning Centre (RNLC) is a not-for-profit organisation that provides a free and safe learning space for women from refugee, asylum seeker and migrant backgrounds to build skills, confidence and independence. Many of our students are unable to access formal education or employment programs due to age, visa status or personal circumstances. RNLC offers foundation English, numeracy and digital literacy classes alongside food relief, transport cards, wellbeing activities and social support. Our flexible, trauma-informed approach ensures we meet the individual needs of each student and their families.

### Position Summary

RNLC is seeking dedicated individuals to join our Board of Directors and contribute to our mission of empowering women from asylum seeker, refugee and migrant backgrounds to thrive. Board Directors play a crucial role in providing guidance and oversight, ensuring the organisation's sustainability, and ensuring the best support for the women we serve. We are particularly interested in individuals who are passionate about supporting others and can bring valuable insights from their professional or community involvement.

### Why Join Us

- Make a meaningful contribution to the lives of refugee, asylum seeker and migrant women in Melbourne.
- Play a leadership role in a passionate, values-driven not-for-profit organisation.
- Develop and strengthen your governance, strategic and leadership skills.
- Build your professional network and connect with like-minded people across the NFP and community sector.
- Gain or deepen experience in board governance, financial oversight and organisational strategy.

- Contribute your expertise to an organisation where it will have real and visible impact.
- Be part of a collaborative and dedicated team committed to gender equality and social justice.

### **Key Responsibilities:**

- **Strategic Implementation:**
  - Contribute to the effective implementation of RNLC's current strategic plan.
  - Offer knowledge and experience to guide the organisation's activities.
  - Assist in the development and review of organisational policies.
- **Organisational Oversight:**
  - Contribute to sound financial management and ensure accountability.
  - Participate in board meetings and actively engage in board activities.
  - Work collaboratively with fellow board members and the RNLC team of staff and volunteers.
- **Community Connection and Advocacy:**
  - Represent RNLC within the broader community and build positive relationships.
  - Support the organisation's efforts to raise awareness and advocate for the needs of the women we serve.
  - Participate in community engagement activities.

### **Selection Criteria:**

- Demonstrated commitment to RNLC's mission, vision, and values.
- Relevant experience and skills in one or more of the areas with the required Board Skills Matrix at **Appendix 1**, noting priority areas.
- Excellent communication and interpersonal skills.
- A collaborative and team-oriented approach.
- Commitment to ethical conduct, integrity, and confidentiality.
- Lived experience of seeking asylum, refuge, migration or systemic marginalisation, or strong connection to these communities

### **Desirable Attributes:**

- Lived experience as a refugee, asylum seeker or migrant
- Passion for women's empowerment and gender equity

- Connections within Melbourne's community or not for profit sector
- Experience in community-based organisations
- Previous board or governance experience
- Willingness to participate in ongoing governance training and professional development

**To Apply:**

Please submit a resume and a cover letter outlining your relevant experience, skills, and your interest in joining the RNLC Board of Directors to [yi@rnlc.org.au](mailto:yi@rnlc.org.au).

**Contact:**

For inquiries, please contact Yi Fan at [yi@rnlc.org.au](mailto:yi@rnlc.org.au)

**Appendix 1. Required Board Skills and Priority for Recruitment – 2026**

| <b>Skill area</b>                        | <b>Skill description</b>   | <b>Priority for recruitment</b> |
|--|--|---------------------------------|
| Lived Experience & Cultural Insight      | Deep understanding of diverse cultures, intercultural communication, culturally responsive service delivery, lived experience with diverse cultures  | 1. High                         |
| Community Engagement & Partnerships      | Community outreach, stakeholder relations (government, community organisations, other service providers), partnerships development, advocacy   | 1. High                         |
| Fundraising & Development                | Grant writing, donor relations (individual, corporate, philanthropic), fundraising campaigns (online/offline), community outreach, major gifts   | 1. High                         |
| Legal & Compliance                       | Understanding of legal issues relevant to non-profits (employment law, contract law, privacy, ACNC compliance)   | 1. High                         |
| Program Development & Evaluation         | Curriculum development, educational program design, needs assessment, program evaluation, impact measurement related to language and life skills training  | 1. High                         |
| Refugee & Asylum Seeker Sector Expertise | Strong knowledge of refugee and asylum seeker issues, including the policy and legislative framework, visa categories and processes, settlement systems, funding structures and systemic barriers impacting women from these backgrounds. Understanding of the broader humanitarian and community services ecosystem in Australia. | 1. High                         |
| Financial Management                     | Financial reporting, budgeting, financial controls and audit oversight   | 2. Medium                       |
| Marketing & Communications               | Branding, public relations, digital marketing (social media, website), storytelling, media relations, advocacy communications  | 2. Medium                       |
| Governance & Strategy                    | Board governance best practices, strategic planning, organisational development, policy development, legal compliance (incorporating risk management)  | 3. Low                          |
| Human Resources                          | HR policies, recruitment (cross-cultural recruitment), performance management, staff development, volunteer management   | 3. Low                          |
| Technology & Innovation                  | Technology adoption (program delivery, administration), digital literacy training, innovation in service delivery  | 3. Low                          |