

## About the Regional Food Security Alliance (RFSA)

The RFSA formed in 2022 as an alliance of six community-owned, place-based Regional Foodshares located in Victoria which work together to provide food relief and support to regional Victorians. It is a federated charity, whose Board is comprised of the CEO and Board Chair from each of the Regional Foodshares.

The RFSA advocates for food security, drives sector collaboration and supports its members in their work to deliver programs that respect the dignity and needs of people for healthy, accessible, affordable food.

In a short period, the RFSA has established itself as a highly respected, credible player in the Victorian food security sector, by the Victorian government, other food relief organisations and research institutions.

<https://regionalfoodsecurity.org.au/>

## CEO Role Outline

This newly created role will be responsible for the achievement of the RFSA Strategic Plan 2026-28 and its progressive transition of the RFSA from a start-up, founder-led management structure to a new operating structure and further strengthen RFSA's role and reputation as a critical player in the food security sector in Victoria.

Initially a hands-on role, the inaugural CEO will build the organisational structure, policies and systems, manage projects and appoint and direct a small team of staff and contractor support, to deliver the outcomes of the RFSA Strategic Plan within a strong values-driven, high performing culture.

The CEO will excel in forming productive and collaborative internal and external relationships with the RFSA Chair and Board, member organisations, government, other food security organisations, research institutions, funding bodies and donors (food, financial and in-kind support).

The RFSA CEO will be a self-starter who thrives on building and growing the organisation's success and impact. Your passion and experience in understanding life in regional communities will shine through.

## CEO Position Description

<b>Title</b>	<b>CEO</b>
<b>Reports to</b>	RFSA Board via RFSA Chair
<b>Direct reports</b>	Executive Officer (transitional role Jan-Jun26) Advocacy Lead (to be appointed) Admin & Board Secretariat (to be appointed)
<b>Key Relationships</b>	RFSA Chair and Board members CEO's and staff of member organisations, currently based in Wodonga, Shepparton, Bendigo, Mildura, Warrnambool and Geelong Contractors (Projects, communications, research, policy analysts, finance) CEO's other food security sector organisations (Vic, Australia, International) Victorian Premier, Government Ministers and staff, public officials, Opposition, other parties and Independent MP's. Funder, donor and purchasing relations - in-kind, food, logistics and other service providers Media
<b>Remuneration and Conditions</b>	\$167,000 pro rata (incl superannuation) plus salary packaging
<b>FTE</b>	0.8 (4 days, flexible)



<b>Location</b>	Remote (home office based)
<b>Probation Period</b>	6 months
<b>Term of Appointment</b>	The position is funded to 30/6/27. Contract renewal will be considered subject to funding and performance.
<b>Performance Reviews</b>	Annual Performance Plan will be jointly developed and agreed with the RFSA Chair and Board and reviewed every 6 months.
<b>Key Responsibilities</b>	<ol style="list-style-type: none"> <li><b>1. Strategic Leadership</b> <ul style="list-style-type: none"> <li>▪ Work with the RFSA Board to develop and implement the RFSA Strategic Plan to achieve stated outcomes.</li> <li>▪ Develop annual operational plans and periodically report to the Board on progress and recommend adaptations to plans to respond to trends and changes in the external environment as required.</li> <li>▪ Act as principal spokesperson for the RFSA to government, media, food security sector, funders and donors.</li> </ul> </li> <li><b>2. Board Collaboration &amp; Governance</b> <ul style="list-style-type: none"> <li>▪ Regularly consult with the Board and individual member organisations to track emerging opportunities and issues of members to develop programs and projects to support their operations.</li> <li>▪ Provide CEO reports to update the Board on progress against the Strategic Plan and key projects.</li> <li>▪ Oversee Board Secretariat role for Board meeting schedule, papers, presentations, financial reports, AGM and financial audit and compliance with ACNC and other legislative requirements.</li> </ul> </li> <li><b>3. Advocacy &amp; Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>▪ Represent the RFSA to Premier/Ministers/Ministerial staff and government officials by providing expert advice on the food security needs of regional Victorians to contribute and advocate for food security funding, policy and program reform in Victoria (and Commonwealth).</li> <li>▪ Strengthen and build relationships with CEO's and senior leaders in statewide food relief organisations and hold annual sector planning meetings, with government officials.</li> <li>▪ Develop alliances with other food security stakeholders (including social service organisations/peak bodies, research institutions) to support RFSA advocacy efforts and reciprocate by supporting other advocacy efforts that align with RFSA positions.</li> <li>▪ Manage peak body relationships, and annual renewal and attestations (e.g. CISVic, VCOSS and VMIA).</li> </ul> </li> <li><b>4. Financial Stewardship</b> <ul style="list-style-type: none"> <li>▪ Oversee the development and implementation of the annual RFSA budget and provide reports to the Board.</li> <li>▪ Build financial sustainability of the RFSA by increasing revenues each year via government funding, grants and donations for RFSA's office operations and new programs.</li> <li>▪ Ensure the RFSA Annual Financial Audit is conducted within timelines for the AGM and lodgement with the ACNC and reveals no material issues.</li> <li>▪ Ensure all grant reports and acquittals are submitted on time.</li> <li>▪ Identify, recruit and nurture new statewide quality food suppliers/donors to support RFSA member's food security programs.</li> </ul> </li> </ol>



	<p><b>5. Program Oversight &amp; Impact</b></p> <ul style="list-style-type: none"> <li>▪ Partner with RFSA member organisations to design and deliver new programs and resources in a co-design process to ensure they meet local community needs.</li> <li>▪ Undertake and manage transition from the RFSA Board Chair and RFSA current Executive Officer.</li> <li>▪ Recruit, manage and support staff and consultants</li> <li>▪ Develop Program and Project Plans that clearly articulate activities, outcomes and evaluation processes for all new programs and projects to demonstrate impact</li> <li>▪ Secure funding to develop new programs and resources to build capacity of RFSA members and the broader regional food share sector.</li> </ul> <p><b>6. Organisational Culture &amp; Staff Development</b></p> <ul style="list-style-type: none"> <li>▪ Establish an open, respectful, transparent and supportive working environment.</li> <li>▪ Develop Performance Plans in collaboration with staff and conduct annual Performance Reviews and seek feedback and suggestions for operational improvements from staff.</li> <li>▪ Ensure all staff policies adhere to key legislation eg Fair Work - pay and conditions, Workplace Safety, Anti-discrimination, Freedom from Harassment and Bullying, Unfair Dismissal and Adverse Action, Freedom of Association.</li> <li>▪ Set and periodically review external contractor Agreements to ensure optimal performance and delivery of services.</li> </ul>
<p><b>Key Selection Criteria</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Executive Leadership Experience</b> 3–5 years of executive leadership experience in a non-profit, social justice, community service organisation, or equivalent.</li> <li>▪ <b>Relevant Tertiary Qualifications</b> Tertiary qualifications in Business Leadership, Social Sciences, Social Impact, or an equivalent field.</li> <li>▪ <b>Strategic Planning &amp; Implementation</b> Experience in developing and implementing strategic and operational plans aligned to strategic outcomes and impact.</li> <li>▪ <b>Advocacy &amp; Policy Influence</b> Possesses political nous and acumen to represent the RFSA as a trusted advisor to government and sector leaders and advocate for policy reform and funding.</li> <li>▪ <b>Stakeholder Engagement</b> Demonstrated success in building effective relationships with stakeholders, including governments, sector representatives, community and research partners, to achieve strategic outcomes.</li> <li>▪ <b>Organisational Growth &amp; Financial Sustainability</b> Proven track record in achieving organisational growth and financial sustainability, including securing funds and managing budgets.</li> <li>▪ <b>Governance &amp; Compliance</b> High level understanding of governance, compliance, and reporting requirements for non-profit organisations.</li> <li>▪ <b>Team Leadership &amp; Culture Building</b> Demonstrated ability to build and lead high-performing teams, foster a positive organisational culture, and support staff development.</li> <li>▪ <b>Communication Skills</b> Excellent written and verbal communication skills, including the ability to act as principal spokesperson and communicate persuasively with a diversity of audiences.</li> </ul>
<p><b>Mandatory Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ <b>Current National Police check</b></li> <li>▪ <b>Current Working with Children Check (WWCC)</b></li> <li>▪ <b>Proof of identity - 100-point identity check</b></li> <li>▪ <b>Right to work - Australian Citizenship or Permanent Residency</b></li> </ul>
<p><b>PD Created</b></p>	<p>April 2026</p>