



Position Description

Title	Chief Executive Officer
Employment type	0.8 EFT
Remuneration	Salary of \$150,000 plus superannuation, salary packaging and five weeks' annual leave pro rata
Location	Queen Victoria Women's Centre, Wurundjeri Country, Level 2, 210 Lonsdale Street Melbourne
Reports to	Flat Out Board of Management

About Flat Out

Flat Out is an intersectional feminist abolitionist state-wide advocacy and support service for women, trans and gender diverse people and their children who have been criminalised. We are an independent, not-for-profit, community-based organisation that aims to prevent women, trans and gender diverse people from entering and returning to prison. Flat Out provides outreach support to the Victorian women's prisons and works with women, trans and gender diverse people who have experienced incarceration, homelessness, family violence, mental health, and alcohol and other drug use.

Flat Out receives government funding and project funds from various sources to provide high quality, innovative and effective services and advocacy. We are committed to providing support at the highest professional standard, using feminist, decarceral and advocacy frameworks. Flat Out leads and participates in research, education and strategic advocacy to the broader community about people's right to live free from trauma, injustice and violence, including state violence.

Flat Out seeks to be accessible and accountable to women, trans and gender diverse people with lived experience of criminalisation. A volunteer Board provides strategic oversight and governance. We maintain a strong voice in the prison abolition movement in Australia and are positioned as a socially and economically viable alternative to prison. More information about Flat Out can be found at: www.flatout.org.au and www.homesnotprisons.org.au



Position Purpose

The Chief Executive Officer (CEO) provides decisive leadership and strategic oversight of Flat Out's management, governance and organisational performance. Working in partnership with the Board of Management, the CEO is responsible for delivering Flat Out's Strategic Plan and proactively identifying and advancing emerging areas of strategic advocacy. Success in the role requires balancing Flat Out's systemic advocacy leadership with the ongoing sustainability of the organisation, particularly within a high-risk and rapidly shifting funding environment.

The CEO will cultivate and maintain strong, influential relationships across government departments, funding bodies, philanthropic partners, and other key stakeholders to enhance the organisation's reputation and secure sustainable funding that supports organisational growth and impact. A core element of this role is the continued development and stewardship of a strong, collaborative, and supportive team culture grounded in feminist, abolitionist principles.

Position Overview

The CEO is responsible for Flat Out's day-to-day operations, financial stewardship, and organisational sustainability. The role requires balancing strategic leadership with hands-on operational responsibilities typical of a small organisation, while fostering a positive, trauma-informed team culture and ensuring high standards of governance, compliance and service delivery.

Key responsibilities

Governance and management

- Participate in Board and Finance and Risk Sub-Committee meetings, providing timely and accurate written and verbal reports on financial, governance and operational performance, including key risks, opportunities and strategic recommendations.
- Support the Board with accurate and timely documentation, maintain governance and risk registers, and resource the Chair and additional Board working groups as required.
- Oversee the development and implementation of the strategic plan in partnership with the Board.
- Identify and pursue funding opportunities that strengthen organisational growth and advance strategic priorities via budget bids, fundraising, and government and philanthropic grants.
- Identify and enact opportunities to enhance service delivery and systemic advocacy, centring the lived experiences and voices of criminalised women, trans and gender diverse people.

People, culture and organisational development

- Lead and model a positive, inclusive and accountable organisational culture that reflects the organisation's values and strategic priorities.



- Drive organisational development and change initiatives, ensuring structures, systems and processes promote innovation, continuous improvement and effective service delivery.
- Foster staff engagement, collaboration and professional growth by creating meaningful opportunities for input, training and development across all levels of the organisation.
- Lead and maintain non-punitive, trauma-informed performance and accountability systems that promote learning, safety and growth.
- Provide appropriate workplace adjustments, support and wellbeing frameworks for lived-experience staff, including reflective practice opportunities.
- Ensure all supervision is reflective, relational and abolitionist-informed, grounded in care rather than compliance, and aligned with trauma-informed principles.
- Provide leadership and supervision to senior and other staff, and oversee the engagement, support and performance of paid and voluntary staff and members, while supporting the Board through timely information, induction and effective governance processes.
- Work collaboratively with senior staff to ensure regular staff meetings and inclusive processes that allow staff to contribute to operational decisions.
- Lead people management strategies that support the recruitment, development and retention of high-quality personnel, including onboarding and ongoing support for Board members and staff.
- Develop, monitor and audit personnel practices to ensure alignment with best practice, industrial requirements and professional standards.
- Oversee the effective management of physical resources, information technology, communication systems and human resources.

Systemic advocacy and stakeholder engagement

- Act as a visible and principled activist leader for Flat Out, engaging in advocacy, media engagement, campaigning and public action in alignment with the organisation's feminist and abolitionist values.
- Identify and respond to key systemic advocacy issues in alignment with the strategic plan and the direction of the Board of Management.
- Lead and contribute to systemic advocacy initiatives, policy and law reform, campaigns and inquiries that elevate the experiences and rights of criminalised women, trans and gender diverse people, grounded in an intersectional feminist and abolitionist framework.
- Build and maintain the organisation's public profile by representing the organisation in high-level inquiries, rallies, committees, forums, meetings and working groups.
- Develop and sustain strong stakeholder relationships and collaborative partnerships with government, research and philanthropic bodies, advocacy organisations, the two Victorian women's prisons, and community agencies including housing, family violence, alcohol and other drug, primary health, mental health and prison services.



- Build the capacity of staff to lead and contribute to systemic advocacy, policy reform and public campaigns, including through mentoring, skill development and shared leadership.

Financial management

- Oversee and manage the annual budget, ensuring transparent, responsible and effective expenditure, and keep the Board of Management informed of the organisation's financial position.
- Ensure all expenditure aligns with approved budgets and support accurate, timely year-end financial reporting.
- Provide clear and comprehensive financial reports to the Board, identifying emerging risks and opportunities.
- Oversee financial compliance requirements, ensuring all reporting obligations are completed to a high standard and within required timeframes.
- Lead the preparation for annual financial audits, ensuring timely provision of documentation, coordination with auditors and implementation of audit recommendations.
- Work with the Board to maintain financial reserves and long-term sustainability, including scenario planning and timely responses to budget shocks and funding changes.

Risk and compliance management

- Maintain and update the organisation's risk register, providing timely analysis and advice to the Board and staff.
- Oversee risk management processes across all programs, promoting continuous improvement and effective mitigation strategies.
- Oversee and lead organisational compliance with Victorian Social Services Regulation and ensure an effective, ongoing system of continuous quality improvement.
- Act promptly and appropriately on identified risks and concerns, and escalate to the board where appropriate
- Support a culture of accountability, learning and safety by ensuring staff are supported to identify, raise and respond to risks and concerns without fear of reprisal.

Occupational health and safety

- Maintain a safe work environment for all staff, with particular attention to identifying and mitigating psychological risk.
- Identify, assess and mitigate occupational health and safety risks across the organisation, including risks associated with vicarious trauma, work-related violence, and safety considerations arising from prison-based outreach and community work.
- Oversee the implementation, delivery and evaluation of high-quality employee assistance and wellbeing initiatives that respond to staff needs.



- Ensure appropriate systems are in place for incident reporting, response and review in relation to health and safety matters, and that learnings are incorporated into continuous improvement processes.

Other organisational accountabilities

- Ensure organisational compliance with the constitution, legislation, regulations, service agreements, practice manuals and policies and procedures.
- Undertake additional duties as requested by the Flat Out Board of Management.

Key selection criteria

1. Strong commitment to abolitionist and intersectional feminist principles, with demonstrated knowledge of the drivers of women, trans and gender diverse people's incarceration and the challenges experienced post-release.
2. Senior leadership experience within a relevant sector, including demonstrated ability to lead and maintain inclusive, positive and trauma-informed work environments.
3. Sound knowledge of not-for-profit organisation governance practices and capacity to work effectively with a Board of Management, including understanding of strategic oversight, financial stewardship, and risk management.
4. Demonstrated success in leading government relations, advocacy and campaigning efforts in an area of social justice.
5. Proven ability to manage complex stakeholder relationships and build collaborative partnerships with funders, agencies, community organisations and people with lived experience of incarceration.
6. Demonstrated experience overseeing operational budgets and sound financial management in a not-for-profit organisation.
7. Proven track record in generating income and diversifying revenue streams, including securing grants, preparing budget submissions, overseeing community fundraising initiatives, and/or cultivating philanthropic relationships.
8. Highly developed written and verbal communication skills, including the ability to prepare reports and funding applications, and undertake high-level advocacy with government departments, prison services, community leaders and community organisations.
9. Strong organisational and time-management skills, with the ability to prioritise effectively and meet deadlines.
10. Commitment to innovation grounded in abolitionist practice, including developing and advancing non-carceral, community-based and relational approaches to safety, accountability and support.



Desirable

1. Lived experience of criminalisation, incarceration, community corrections, or close connection to people with lived experience, and/or demonstrated experience working in roles that centre, support and elevate lived-experience leadership.

Mandatory requirements

- A current Police Check (and International Police Check if required).
- A current Working with Children Check.
- A current Victorian Driver Licence.
- Current First Aid certification or willingness to obtain it.