

# Chief Executive Officer

National Ethnic Disability Alliance (NEDA)

<b>Role</b>	Chief Executive Officer
<b>Reporting to</b>	NEDA Board
<b>Direct reports</b>	Director, Policy and System Advocacy Director, Projects, Partnerships and Consultancies Office Manager
<b>Indirect reports</b>	Policy Officer, Projects Officers (x2), Executive Support Officer, Bookkeeper
<b>Employment</b>	Permanent full-time   Six-month probationary period
<b>Location</b>	Canberra, ACT

## About NEDA

The National Ethnic Disability Alliance (NEDA) is a national Disabled People’s Organisation (DPO) committed to promoting the rights, interests, and well-being of Culturally and Linguistically Diverse (CALD) people with disability in Australia.

As a peak body, NEDA works to ensure that people with disability from CALD backgrounds have equitable access to services, support, and opportunities. Through collaborative initiatives, policy advocacy, and community engagement, NEDA strives to eliminate barriers, challenge discrimination, and safeguard the rights of people with disability from CALD backgrounds to fully participate in society. With a strong focus on inclusion, intersectionality, and social justice, NEDA plays an important role in driving systemic change and fostering greater understanding of diversity and inclusion within both the disability and multicultural sectors.

NEDA has a small team and is governed by a Council of state/territory and community representatives. As a DPO, the majority of our Councillors are required to be people with disability from CALD backgrounds.

NEDA is committed to ensuring its team is reflective of the diverse community it serves, and to supporting a culture of equity, inclusion, and diversity. People with disability, First Nations people, and people from CALD backgrounds are actively encouraged to apply.

## Role Purpose

The Chief Executive Officer leads NEDA’s strategic direction, shapes national policy and conversation, builds robust strategic partnerships, upholds good governance practices and operational excellence, and ensures the organisation remains a powerful voice for underrepresented communities.

Leading a small team and reporting to the NEDA Board, the CEO holds full accountability for the organisation’s performance, culture, and impact.

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## Key responsibilities

### Advocacy and government engagement

- Lead federal-level systemic advocacy on NDIS, disability policy, health, and aged care as they affect CALD people with disability
- Lead systemic advocacy for the rights of CALD individuals with disability, focusing on employment, senior life, and access to public infrastructure and community activities
- Engage directly with Department of Health, Disability and Ageing (DHDA), NDIA, and ministerial offices; represent NEDA at parliamentary hearings, national forums, and international bodies including the CRPD and COSP
- Prepare and present submissions, policy briefs, and reports grounded in community experience
- Support self-advocacy for CALD individuals with disability and their families within the NDIS and broader disability support sector

### Strategic leadership and sector positioning

- Drive implementation of NEDA's Strategic Plan and build a compelling vision for the organisation's future
- Strengthen NEDA's positioning as the national DPO across all areas of CALD disability through a strengths-based, intersectional approach
- Develop a stakeholder strategy to enhance NEDA's national prominence as the peak CALD disability organisation
- Build and sustain relationships with Disabled People's Organisations, member organisations, multicultural peaks, and sector partners
- Build NEDA's international profile through engagement in global forums including the CRPD and COSP
- Strengthen the capacity of NEDA and its member organisations to access and engage CALD people with disability, underpinning advocacy legitimacy and co-design capacity
- Develop and enhance multilingual communication strategies to support advocacy and community engagement
- Facilitate behavioural change in CALD communities in their attitudes to disability, including through roundtables with faith-based organisations and community-based education campaigns
- Identify and pursue grant funding and fee-for-service opportunities to strengthen organisational sustainability

### Governance and Board partnership

- Report to and work in close partnership with the NEDA Board, providing transparent advice and enabling strong governance
- Proactively support the Board to ensure good governance practices are maintained as set out in the NEDA constitution
- Ensure meetings of the Board, including Annual General Meetings, are conducted in accordance with the NEDA constitution and regulations
- Coordinate Board activities including preparation, collation, and distribution of meeting papers, minutes, and reporting
- Manage the yearly elections process in line with electoral regulations and the constitution
- Manage and maintain member and stakeholder relationships to support consultation, input, and collaboration

- Manage the promotion and communication of strategic and governance items to membership, Board, and stakeholders

### **Operations and compliance**

- Manage day-to-day team operations: staff, finances, compliance, and funding obligations
- Monitor and administer regulatory and project governance processes to ensure compliance with legislation and contractual obligations
- Maintain an annual compliance calendar covering project, financial, and regulatory requirements
- Work with the Finance and Operations Manager on regulatory reporting requirements including ACNC and ASIC
- Establish and maintain a confidential list of NEDA members and relevant stakeholders, ensuring privacy and confidentiality

### **People leadership**

- Provide leadership, mentorship, and professional development opportunities to direct reports
- Work collaboratively alongside the Chair and other Board members
- Represent NEDA professionally and engage respectfully with all stakeholders
- Ensure work health and safety compliance

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## **Key relationships**

### **Internal**

- NEDA Board
- NEDA leadership team and staff

### **External**

- Government agencies and funding bodies, including Department of Health, Disability and Aged Care (DHDA)
- Disability sector organisations and member organisations
- Multicultural peak bodies and CALD community organisations
- External consultants and sector partners

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## **Selection criteria**

### **Essential**

- Deep commitment to the human rights of people with disability, grounded in the social model of disability and the CRPD
- A genuine, deep understanding of the lived experience of CALD people with disability, whether through your own background or sustained, meaningful connection to these communities
- Significant experience in a senior leadership role in community services, government, or the NFP sector
- Relevant tertiary qualifications in a related field

- Proven federal-level advocacy and government relations experience, including engagement with ministers, departments, and parliamentary processes
- Sound understanding of NEDA's mission, strategic direction, and the disability and CALD policy landscape
- Knowledge of the disability sector, DPOs, peak bodies, the CRPD, and relevant legislation
- Experience managing Department of Health, Disability and Ageing (DHDA) or Commonwealth grant funding and compliance obligations
- Exceptional interpersonal, written, and verbal communication skills across government, sector, community, and media
- Based in Canberra, ACT, or willing to relocate

### **Preferred**

- Lived experience as a person with disability and/or from a CALD or migrant/refugee background
- Established networks across the disability sector, multicultural sector, and federal government
- Experience working within member-based or council-governed organisations
- Familiarity with NDIS policy and CALD participant access issues
- Experience with international human rights frameworks and bodies

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### **Role requirements**

- Satisfactory National Police Check
- Working with Vulnerable People's Check and/or Child Related Employment Screening Check
- Current Australian Drivers Licence
- Eligibility to work in Australia, with evidence of work rights provided upon request
- Any other licences, registrations or clearances required to perform the role