



JOB DESCRIPTION

Chief Executive Officer

Location	Alice Springs, Northern Territory
Hours of Work	Office hours are Monday to Friday 8:30am – 5:00pm
Conditions	The CEO may be required to work outside these hours from time-to-time Full-time employment, subject to completion of a 6 month probationary period, ongoing funding and satisfactory annual performance reviews. <i>Due to the nature and requirements of this role, applicants are required to identify as female.</i>
Applications	Apply via email to CAWomensLegalService@cawls.com.au

Agency Overview

CAWLS is a multi-disciplinary legal service delivering holistic, culturally safe, trauma informed support across Central Australia and the Barkly regions.

At CAWLS, we aspire to a future where women and their children are safe, living with dignity and respect. Our purpose is to help women in Central Australia and the Barkly Regions with their legal matters and other inter-connected issues, providing legal assistance, community legal education and specialised support services for those affected by domestic and family violence.

Our objectives are to:

- to provide free and confidential legal assistance and wrap-around support
- increase legal literacy and understanding through the provision of legal education
- enable professionals to identify, support and refer victims of domestic violence to appropriate services
- advocate for law and policy reform, seeking changes beneficial to our clients.

The CAWLS organisational culture promotes and demonstrates inclusion, equality, accessibility, cultural safety, respect, best practice, innovation and a team approach.

CAWLS is funded by the Commonwealth Attorney-General's Department and the Northern Territory Government

Position purpose

Reporting to the Board, the Chief Executive Officer provides strategic leadership and operational oversight of CAWLS. The CEO is responsible for advancing the CAWLS vision, ensuring financial sustainability, strengthening organisational capability, maintaining effective governance and leading the delivery of high-quality services aligned with CAWLS values and funding requirements.

Key Responsibilities

Strategic Leadership

- lead implementation of the Strategic Plan and organisational objectives
- identify opportunities for growth, innovation, partnerships and service development
- promote a culture of continuous improvement, accountability and excellence

Governance and Compliance

- support the Board through strategic advice, reporting and risk management
- ensure legislative, contractual, financial and regulatory compliance
- maintain effective organisational policies, systems and governance frameworks

Financial and Operational Management

- oversee financial sustainability, budgeting, reporting and resource management
- ensure effective management of human resources, information technology, assets and operational systems
- lead funding diversification, grant management and business development initiatives

People and Culture

- foster a positive, inclusive and high-performing workplace culture
- lead, support and develop the senior leadership team and broader workforce
- promote staff wellbeing, professional development and organisational values

Stakeholder Engagement and Advocacy

- represent CAWLS with government, funding bodies, community organisations, peak bodies and the media
- build and maintain strong partnerships that advance organisational objectives
- advocate for improved outcomes for women, children and communities

Essential Requirements

- legal qualifications relevant to the community legal sector with a minimum 10 years' experience as a legal practitioner
- current practising certificate, or ability to obtain one
- demonstrated senior executive leadership experience
- strong experience in strategic planning, governance, financial management and organisational development
- proven ability to build partnerships, secure funding and manage stakeholder relationships
- demonstrated commitment to culturally safe, trauma-informed and client-centred practice
- strong understanding of domestic and family violence, gender inequality and access to justice issues
- excellent communication, leadership and people management skills

Desirable

- experience working with Aboriginal and Torres Strait Islander communities
- knowledge of issues affecting Central Australia and the Barkly region
- experience in advocacy, sector leadership and organisational change management

Employment Conditions

- competitive remuneration package including remote area benefits
- 12% employer superannuation contribution
- 4 weeks annual leave plus 2 weeks wellbeing leave
- 12 days personal leave
- National Police Check, NT Ochre Card and Australian working rights required
- current driver's licence and capacity to travel as required

Information for Applicants

All CAWLS staff and volunteers are required to:

- support and demonstrate CAWLS values and ethics
- always act in accordance with CAWLS Code of Conduct and confidentiality agreement
- comply with workplace policies and procedures including Work Health Safety policies and practices and contribute to and maintain a safe workplace environment

How to Apply

If you are interested in applying for the CEO position, submit a copy of your current resume including 2 relevant referees and a cover letter (maximum 2 pages), addressing a subset of the selection criteria:

1. Sound knowledge, understanding and commitment to principles of social justice, community development and working effectively with Aboriginal and CALD people and communities, particularly in the context of the Central Australian region.
2. Demonstrated understanding and application of the intersection between gender inequality and domestic and family violence and commitment to the principles of reducing domestic and family violence.
3. Significant experience in service planning, management and development including organisational and strategic planning, policy development, statutory and legislative compliance and financial management.
4. Effective people management skills with an inclusive, consultative and empowering approach to leadership and staff development.
5. Experience in managing funding contracts and developing successful funding applications in response to identification and analysis of community and service development priorities and needs.

Apply via email to CAWomensLegalService@cawls.com.au, using the subject line, **'CAWLS CEO Application'**

For further information, please contact Jayne McAlister on 0408 619 648, or via email to CAWomensLegalService@cawls.com.au using the subject line:

'CAWLS CEO Information Request'