

Position Description

Position Title:	Chief Executive Officer, Reconciliation Victoria
Employment Status:	Full-time
Direct Reports:	3 reports – Programs Officer; Education Officer; LRG Support Officer
Indirect Reports	Three staff, plus external HR and finance service contracts
Location:	Brunswick, with remote working options

Aboriginal and Torres Strait Islander Peoples are strongly encouraged to apply.

About Reconciliation Victoria

Reconciliation Victoria is the peak statewide body promoting reconciliation across Victoria.

Our purpose is to provide leadership in the movement to build support, understanding and action to achieve genuine and meaningful reconciliation in Victoria.

Meaningful reconciliation has many elements including raising awareness of the causes and realities of colonisation's impact on Aboriginal and Torres Strait Islander peoples, addressing racism, supporting the processes of Treaty, and truth-telling, and working for fairness and social justice.

Reconciliation Victoria does this alongside other allies including other state bodies and the national body, Reconciliation Australia.

Our work is guided by local Aboriginal Voices. The [Cultural Council of First Peoples](#) was established in 2019 and ensures that our Board, our Executive and our work are guided by Aboriginal and Torres Strait Islander Peoples' voices, knowledges, and backgrounds. The Cultural Council keeps us accountable to our commitment to truth-telling, justice and self-determination. Gatherings between the Council, Board, and CEO are held at least bi-annually to provide direction and advice on a range of issues. The CEO and Co-Chairs facilitate these gatherings.

We work closely with - and facilitate connections between - local reconciliation groups and other community groups, the education sector, and state and local government partners. We organise statewide reconciliation forums and promote reconciliation events and activities across Victoria.

Further information is available on our [website](#) and in our Strategic Plan.

Our Vision

All Victorians acknowledge our shared history and the ongoing impact of colonisation on Aboriginal and Torres Strait Islander peoples, and collectively journey towards genuine reconciliation that is fair, just, respectful and transformative.

Our Mission

To bravely lead reconciliation across Victoria.

Our Values

- We are brave - we have the courage to lead uncomfortable conversations in spaces of reconciliation, truth listening and truth action.

- We are informed by Aboriginal and Torres Islander voices - we believe that self-determination is essential in our journey toward reconciliation, and we will be guided by Aboriginal and Torres Strait Islander peoples and their cultures, histories, and stories.
- We listen, reflect, and act - at the heart of our transformative vision is our commitment to deep listening, honest reflection and informed action.
- We stand strongly against racism- we actively challenge racism in all forms, personal, interpersonal, and systemic.
- We include all Victorians - we model unity of all Victorians, in walking together to create understanding of our shared history, its impacts, and healing our story.
- We value reciprocity and collaboration - we journey together in the spirit of reconciliation and sharing in two-way yarning (conversations) and learning with First Nations peoples.

Our Strategic Priorities

- Strengthen partnerships, networks and community engagement.
- Amplify Aboriginal and Torres Strait Islander Voices.
- Address racism and power relations, privilege, and fragility.
- Achieve resourcing and financial sustainability.
- Organisational and people wellbeing.
- Excellence in governance.

Further detail about our strategic priorities is available in our [Strategic Plan](#).

JOB DESCRIPTION

The role of CEO is to lead the organisation and deliver on its strategic priorities in consultation with and with guidance from our Board and Executive.

KEY RESPONSIBILITIES

Governance

- Develop a strong collaborative relationship and work closely with the Board and Cultural Council to set organisational direction and culture.
- Report to the Board and work closely with the Executive to support effective governance.
- Ensure the Board remains informed of progress against strategic priorities and operational objectives, as well as significant operational issues.

Strategic development and planning

- Work with the Board to develop, refine and monitor the Strategic Plan.
- Develop and implement the Operational Plan based on our strategic priorities.

Operational

- Ensure delivery against Operational Plan objectives.
- Manage the organisation's staff and resources.
- Ensure that the organisation's operations are consistent with our vision, values, plans, objectives and policies.
- Take responsibility for financial oversight and accountability including developing and monitoring budgets, and ensuring financial reporting obligations to the Board, auditor and funding bodies are met.
- In consultation with the Board, lead advocacy, policy setting and communication.
- Demonstrate, and support others to develop, a deep understanding of the issues surrounding reconciliation.
- Ensure the organisation's compliance with legal, HR and reporting requirements.
- Ensure the organisation delivers on its funding obligations.

Staff management and organisation development

- Support staff to achieve operational success.
- Ensure employee wellbeing and job satisfaction.
- Review and implement the organisation's staffing structure.
- Work with staff to ensure a positive work environment that attracts and retains talented staff.
- Work with staff to maintain a culture of reflective practice and continual improvement.
- Model the organisation's values and actively work to ensure their adoption by all team members.

Funding and growth

- Identify opportunities and develop future growth and sustainability initiatives, including income generation and securing of investment from corporate, government and philanthropic sectors.
- Negotiate, establish and manage funding contracts.
- Operation of a growing corporate membership program
- Maintain and strengthen key external stakeholder relationships and partnerships.
- Identify and develop relationships with potential strategic partners.

Stakeholder management

- Manage relationships with a wide range of stakeholders (refer *Key Relationships* below)
- Raise public and stakeholder awareness of the organisation.
- Represent the organisation in media and public forums.

KEY RELATIONSHIPS

- Aboriginal and Torres Strait Islander people and communities, including Elders, Traditional Owner groups, ACCOs and NGOs.
- Reconciliation Victoria Board, staff and Cultural Council of First Peoples.
- Reconciliation Australia and other State Reconciliation bodies.
- Local Reconciliation Groups and networks.
- Reconciliation Victoria members, supporters and volunteers.
- The broader Victorian public.
- Local and state government partners, including First Peoples - State Relations, peak Victorian education and early years bodies, schools, teachers and early years educators.
- funding providers especially corporate sponsors and Corporate Members

EXPERIENCE

- A minimum of 5 years management experience, including management of staff and budgets.
- Experience within the not-for-profit or Aboriginal and Torres Strait Islander sectors.
- Experience in working effectively and respectfully with Aboriginal and Torres Strait Islander people and communities.
- Demonstrated experience working two-way, appreciation of the importance of local / grassroots relationships.
- Experience in developing excellent working relationships with employees and stakeholders.
- Managing and growing corporate membership programs
- Fund raising

Qualifications and skills

- Ability to develop and deliver on strategic and operational plans.
- In-depth understanding of reconciliation and the Victorian context.
- Relevant tertiary qualifications or equivalent experience in a relevant field.
- Managing delivery of services under a corporate membership program

Personal attributes

- Alignment with our organisational values.
- High level of personal integrity.
- Relationship and collaboration-oriented.
- Leadership skills and ability to manage a team, including developing staff and fostering an effective and happy team culture.
- Financial management skills, including budget management.
- Ability to build relationships with a wide range of stakeholders including government, corporates and NGOs, and identify opportunities for funding support.
- High-level written and verbal communication skills.
- Excellent interpersonal and influencing skills.
- Business awareness and financial acumen.
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Note:

A core requirement of this role is that the successful applicant undergo a National Police Records Check and obtain a Working with Children Check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

Reconciliation Victoria acknowledges the Traditional Custodians of Country throughout Victoria, and recognises First Peoples' continuing connection to lands, waters, and community. We pay our respects to Elders past and present who carry the memories, traditions, cultures, and aspirations of Aboriginal and Torres Strait Islander peoples, and who forge the path ahead for emerging leaders. We dedicate ourselves to working respectfully and in allyship with Aboriginal and Torres Strait Islander peoples. We seek to listen and amplify the voices of Aboriginal and Torres Strait Islander peoples in all areas of our work.