

POSITION DESCRIPTION

Position	Chief Executive Officer
Job type	Full-time (Hybrid)
Term	Three (3) Years
Location	Docklands
Reporting	Girl Guides Victoria Board via Board Chair
Date	August 2026

ABOUT GIRL GUIDES VICTORIA

At Girl Guides, we empower girls and young women to thrive.

For over 100 years, we've created a space where Guides can be themselves, feel valued, and find a sense of belonging. Every girl deserves the opportunity to explore who she is and what she can achieve. Connected globally to over 10 million members in 150 countries through Girl Guides Australia, we offer local, national, and international community involvement.

Girl Guides Victoria (GGV) is a progressive, secular and volunteer-led organisation delivering values-driven, girl-led leadership programs to 2500 Youth Members, supported by 1000 volunteers and 20 staff across Victoria. To learn more, visit our [website](#).

POSITION PURPOSE

The Chief Executive Officer (CEO) provides strategic and operational leadership to GGV, working in partnership with the Board, State Commissioner, volunteers and staff to ensure the organisation remains financially sustainable, operationally effective and true to its purpose. The CEO is responsible for stewarding significant property and financial assets and fostering collaborative relationships across the Guiding movement.

Through authentic leadership, sound governance and thoughtful organisational transformation, the CEO will position Girl Guides Victoria to continue empowering girls and young women for generations to come.

POSITION SCOPE

The CEO directly leads the staff team in Docklands and operates within a tripartite leadership structure alongside the Board Chair and Victorian State Commissioner.

The CEO works in partnership with the Victorian State Commissioner to co-lead GGV's program and volunteer workforce, ensuring volunteers, program delivery units and committees are effectively supported, engaged and connected to the organisation.

As a trusted partner to the Board, the CEO provides strategic insight, high-quality advice and transparent reporting to support effective governance and informed decision-making. The CEO is accountable to the Board and works in close partnership with the Board Chair.

POSITION REQUIREMENTS

Key Responsibilities	
Strategic Direction & Implementation	• Lead GGV's strategic direction, challenging established ways of working and identifying opportunities to strengthen relevance, reach and long-term sustainability. • Drive innovation and organisational transformation to grow participation, improve efficiency and ensure resources are directed to greatest impact. • Translate strategy into clear priorities, measurable outcomes and accountable operational plans, regularly reporting progress to the Board. • Lead significant strategic and change initiatives, bringing staff, volunteers and stakeholders through transformation with clarity and purpose. • Oversee the strategic stewardship of GGV's property and physical assets, ensuring they support GGV's purpose, sustainability and future needs. • Contribute to the strategic direction and sustainability of the broader Australian Guiding movement through collaboration with Girl Guides Australia and State Girl Guide organisations.
Organisational Sustainability	• Develop and implement strategies that strengthen the long-term financial sustainability of GGV. • Evaluate organisational activities, services and assets to ensure resources are aligned with strategic priorities. • Lead evidence-based organisational improvement initiatives that increase effectiveness and sustainability. • Identify opportunities to diversify income streams through partnerships, philanthropy, commercial activities and grants. • Ensure organisational resources are deployed where they achieve the greatest impact. • Team with the Victorian State Commissioner to strengthen the member experience and a consistent reputable Member Value Proposition, driving engagement, retention and growth of GGV's youth membership.
Relationships & Stakeholder Engagement	• Build trusted, collaborative relationships across the Guiding movement, including Girl Guides Australia and State Girl Guide organisations, actively contributing to shared priorities and national initiatives. • Build and sustain strong relationships with volunteers, members and the wider Guiding community, fostering connection, trust and engagement. • Support constructive dialogue and collaboration, navigating differing perspectives with respect, diplomacy and sound judgement. • Form strategic partnerships across the NFP, government, corporate and philanthropic sectors to strengthen GGV's influence and reach. • Position GGV as a respected and influential voice on the leadership, rights, opportunities and empowerment of girls and young women.

Key Responsibilities	
	• Represent GGV with credibility, authenticity and professionalism across the Guiding movement and broader community.
Financial & Business Management	• Lead the effective stewardship of GGV's financial resources, investments, commercial activities and assets. • Develop and manage operating and capital budgets, forecasts and financial strategies that support GGV's long-term sustainability. • Ensure robust financial management, controls and reporting to support timely, evidence-informed decision-making. • Work closely with the Finance and Risk Committee to provide effective financial, risk and assurance oversight and reporting to the Board. • Oversee GGV's risk management framework, reporting and risk appetite. • Strengthen and diversify revenue through business development, strategic partnerships and external funding opportunities.
People & Culture	• Champion an inclusive workplace culture that values diversity, fosters belonging and enables people to contribute and thrive. • Foster a culture among staff and volunteer teams that embraces innovation and continuous improvement. • Identify organisational development opportunities to build the capacity of staff teams and position GGV as an employer of choice. • Lead organisational redesign where required, and support staff and volunteers through change with empathy and transparency. • Improve systems and operational effectiveness and simplify processes. • Ensure effective and compliant people management across recruitment, remuneration, performance, development, retention and workplace health and safety.
Program & Volunteer Support	• Work in partnership with the Victorian State Commissioner to strengthen volunteer engagement, ensuring volunteers are well supported, valued and connected, with a focus on attraction, retention and capability. • Ensure GGV staff provides responsive, effective and practical support to volunteers, enabling them to focus on delivering quality Guiding experiences across Victoria. • Work with volunteer leaders and Department Managers to strengthen communication, understand emerging needs and ensure appropriate organisational support. • Drive the review and continuous improvement of the Guide Program to ensure it remains relevant, engaging and responsive to the needs and aspirations of girls and young women. • Ensure systems, technology and digital innovation effectively support volunteers, members and delivery of the Guide Program. • Strengthen communications and member engagement channels to build connection, participation and a strong sense of community.

Key Responsibilities	
	• Work collaboratively across the Guiding movement to share knowledge, strengthen program delivery and advance common priorities. • Identify and address barriers to effective program delivery, volunteer participation and member experience.
Governance Leadership	• Work in partnership with the Board Chair to support effective governance, strategic leadership and a strong Board–management relationship. • Provide the Board with timely, accurate and insightful information to enable informed and effective decision-making. • Support the Board Chair in ensuring governance meetings are well planned, focused and supported by high-quality papers and advice. • Translate Board decisions into timely and effective organisational action. • Ensure GGV meets regulatory, compliance and governance obligations. • Maintain clear governance and management accountabilities, supporting the Board to govern effectively while preserving management responsibility. • Promote open communication, transparency and constructive challenge between the Board and management.

Organisational key result areas	
Values, Culture & Leadership	• Model GGV's values and Code of Conduct through respectful, inclusive and values-led leadership. • Foster a positive, accountable and collaborative organisational culture.
Child Safe Child Friendly	• Champion a child safe culture and ensure adherence to the Girl Guides Child Safe Framework, Victorian Child Safe Standards and Reportable Conduct Scheme. • Ensure the safety, wellbeing and voice of girls and young people remain central to GGV's work.
Best Practice	• Act in accordance with GGV's Constitution, policies, procedures and regulatory obligations. • Promote continuous improvement, professional standards and organisational accountability.
Risk Management	• Promote a safe operating environment, including physical and psychological safety and wellbeing. • Ensure organisational risks and compliance obligations are appropriately identified, managed and escalated. • Ensure compliance with privacy and other relevant legislation.

KEY SELECTION CRITERIA

Essential

- Relevant tertiary qualifications and substantial executive leadership experience, including demonstrated success in a CEO or senior executive role within a complex organisation.
- Demonstrated strategic leadership and commercial acumen, with the ability to challenge the status quo, identify opportunities and translate strategy into measurable outcomes.
- Demonstrated experience leading organisational change and transformation, including improving operating models, systems, structures and organisational effectiveness while successfully bringing people through change.
- Strong financial and business acumen, with demonstrated experience in financial management, budgeting and forecasting, resource allocation and asset management.
- Exceptional relationship and stakeholder leadership, with the ability to build trust, navigate differing perspectives and develop productive relationships in complex environments.
- Demonstrated people leadership, with experience building capable, accountable and values-led teams.
- Demonstrated experience working effectively with a Board and within contemporary governance, risk and accountability frameworks.
- Demonstrated ability to identify and develop opportunities for organisational growth and sustainability, including partnerships, revenue diversification, and philanthropy.

Desirable

- Experience within the not-for-profit, volunteer-led, membership, youth or community sector, with an understanding of the opportunities and complexities of organisations substantially supported by volunteers.
- Experience in the strategic stewardship of property, investments or physical assets.
- Knowledge or experience in child safety and safeguarding environments.
- Experience advocating publicly and building organisational influence around girls and young women, leadership, gender equality, education or related social-impact issues.

SECURITY AND SCREENING

The GGV Chief Executive Officer appointment is conditional upon the appointee:

- Completing the National Police Check to GGV's satisfaction
- Holding a current Employee Working with Children Check
- Completing the Child Safe training and signing the GGV Child Safe Declaration Form
- Signing the Girl Guides Australia Code of Conduct

CHILD SAFETY

Girl Guides Victoria is a Child Safe Organisation, and all directors, staff and volunteers adhere to the Child Safe Framework, the Victorian Child Safe Standards and the Reportable Conduct Scheme. Girl Guides Victoria has zero tolerance for misconduct, neglect, or abuse of children.