



POSITION DESCRIPTION

Position Title	Founding Team Leader (Executive Leadership)
Location	15 Ercildoune Court, Cranbourne West VIC
Reports To	Chief Executive Officer (CEO)
Direct Reports	Multidisciplinary team including AOD Workers, Mental Health Practitioners, Support Workers, Peer Workers, Administration Staff, Students and Volunteers
Employment Type	Part-Time (0.8 EFT – 4 days per week)
Remuneration	SCHADS Level 6 \$115,000–\$120,000 pro rata plus Superannuation

About us

NAS Recovery Centre is a community-led organisation committed to transforming recovery outcomes for African Australian and culturally and linguistically diverse (CALD) communities.

We provide culturally responsive Alcohol and Other Drugs (AOD), mental health, family support and community wellbeing services that recognise culture, lived experience and community strengths as central to recovery.

Our flagship Path2Home program delivers culturally safe prevention, early intervention and outpatient support designed to reduce harm, strengthen families, and build long-term wellbeing.

As a growing organisation, NAS Recovery Centre is entering an exciting phase of development. We are seeking an experienced leader who wants to help build an organisation from the ground up and become part of its long-term success.

Position Purpose

The Founding Team Leader is the organisation's first senior operational leader and a member of the Executive Leadership Team.

Reporting directly to the CEO, this position is responsible for leading day-to-day operations while also helping build the systems, workforce, culture, and governance that will support the organisation's future growth.

The role combines strategic leadership with operational management and requires someone who is comfortable in both developing organisational systems and remaining connected to frontline service delivery.

The Founding Team Leader will work collaboratively with the CEO to establish high-quality, culturally responsive services that meet community needs while ensuring organisational

sustainability, compliance and continuous improvement.

Position Objectives

The Founding Team Leader will:

- Provide inspirational leadership to a growing multidisciplinary workforce.
- Build a positive, collaborative and high-performing organisational culture.
- Lead the operational delivery of AOD, mental health and community support services.
- Develop organisational systems, policies and procedures that support quality service delivery.
- Drive continuous quality improvement and innovation.
- Support strategic planning and organisational growth.
- Strengthen partnerships with community, government and sector stakeholders.
- Ensure compliance with legislation, funding agreements and accreditation standards.
- Support workforce recruitment, onboarding and professional development.
- Act as a key advisor to the CEO and contribute to organisational decision-making

Key Responsibilities

Executive Leadership

As a member of the Executive Leadership Team the Founding Team Leader will:

- Contribute to organisational strategy and planning.
- Support achievement of the organisation's Vision, Mission and Strategic Plan.
- Provide expert advice to the CEO on operational matters.
- Identify opportunities for service growth and innovation.
- Assist in organisational planning, budgeting and resource allocation.
- Promote a culture of accountability, collaboration and continuous learning.
- Represent the organisation at executive, sector and community forums

Operational Leadership

Lead all operational aspects of program delivery including:

- Overseeing day-to-day service delivery.
- Managing workforce allocation and service capacity.
- Ensuring effective rostering and workforce planning.
- Supporting efficient operational systems.
- Monitoring workload distribution.
- Managing operational risks.
- Ensuring services are delivered safely, effectively and consistently.

People Leadership

Provide leadership and management to multidisciplinary teams by:

- Providing supervision, coaching and mentoring.
- Conducting performance reviews.
- Supporting employee wellbeing.
- Managing performance concerns.
- Leading recruitment and onboarding.
- Developing future leaders.

- Creating a positive workplace culture based on respect and accountability

Organisational Development

Working closely with the CEO, the Founding Team Leader will:

- Develop operational policies and procedures.
- Design systems for service delivery.
- Improve organisational processes.
- Establish quality assurance systems.
- Develop reporting frameworks.
- Support accreditation readiness.
- Build organisational capability.
- Lead implementation of new initiatives

Quality and Clinical Governance

Ensure services are delivered in accordance with:

- Trauma-informed practice.
- Harm minimisation principles.
- Cultural safety principles.
- Evidence-informed practice.
- Funding agreements.
- Legislative requirements.
- Professional standards.
- Organisational policies.

Monitor:

- Clinical risk
- Incident management
- Continuous improvement
- Client outcomes
- Service quality

Program Leadership

Provide oversight of:

- Path2Home
- AOD programs
- NDIS Participants programs
- Mental health programs
- Community education
- Group programs
- Outreach initiatives
- Family support activities
- Future service developments
- Monitor program outcomes and ensure services meet contractual and community expectations.

Community and Stakeholder Engagement

Develop and maintain effective relationships with:

- Government departments

- Funding bodies
- Community organisations
- Health services
- Mental health providers
- AOD services
- Aboriginal Community Controlled Organisations
- African Australian community organisations
- CALD organisations
- Local government
- Educational institutions
- Represent NAS Recovery Centre professionally and advocate for culturally responsive services.

Reporting and Performance

Lead organisational reporting including:

- Program performance
- KPIs
- Client outcomes
- Workforce metrics
- Quality indicators
- Funding compliance
- Risk reporting
- Executive reporting
- Support preparation of Board reports, funding submissions and organisational reports

Continuous Improvement

Promote a culture of innovation through:

- Reviewing organisational performance.
- Analysing service data.
- Implementing improvements.
- Encouraging staff innovation.
- Evaluating client feedback.
- Identifying service gaps.
- Supporting evidence-based practice.

Key Performance Indicators

Performance will be measured through:

- Leadership
- Positive staff engagement results.
- Staff retention.
- Workforce capability development.
- Regular supervision completed

Service Delivery

- Programs delivered within funding requirements.
- Client outcome targets achieved.
- Service quality standards maintained.
- Positive client feedback.

Organisational Development

- Policies and procedures developed.
- Systems successfully implemented.
- Continuous improvement initiatives completed.
- Accreditation readiness.

Stakeholder Engagement

- Strong community partnerships.
- Positive stakeholder feedback.
- Increased referral pathways.
- Community engagement activities.

Compliance

- Funding requirements met.
- Reporting completed on time.
- Risk management processes maintained.
- Legislative compliance achieved.

Selection Criteria

Essential

- Relevant tertiary qualifications in Social Work, Psychology, Community Services, AOD, Mental Health, Nursing or another related discipline.
- Minimum three years' experience leading multidisciplinary teams.
- Demonstrated experience managing community services, AOD, mental health or related programs.
- Experience developing organisational systems, policies, or operational processes.
- Strong leadership, coaching and mentoring skills.
- Excellent communication and stakeholder engagement abilities.
- Experience managing program performance and quality improvement.
- Strong project management and organisational skills.
- Demonstrated understanding of trauma-informed and culturally responsive practice.
- Commitment to working respectfully with African Australian and CALD communities.

Desirable

- Experience working within start-up organisations or organisational growth.
- Experience contributing to strategic planning.
- Knowledge of AOD funding environments.
- Experience supporting accreditation or quality frameworks.
- Experience writing funding submissions or Board reports.
- Understanding of governance and risk management.
- Experience supervising allied health or multidisciplinary professionals.

Mandatory Requirements

- Current Victorian Driver Licence.
- Current Working with Children Check.
- Current National Police Check.
- NDIS Worker Screening Check (or willingness to obtain).
- Right to work in Australia.

Core Values

The Founding Team Leader is expected to demonstrate:

- Integrity
- Respect
- Compassion
- Cultural Humility
- Collaboration
- Innovation
- Accountability
- Excellence

Why This Role Is Different

This is not a traditional Team Leader position.

The successful applicant will become one of the founding leaders of NAS Recovery Centre and will play a central role in shaping the organisation's future. Working alongside the CEO, they will influence strategy, establish systems, build a high-performing workforce, and contribute to the long-term growth and sustainability of the organisation.

This role offers a unique opportunity to help create one of Australia's leading culturally responsive recovery organisations while leaving a lasting legacy for the communities we serve.

Acknowledgment and Acceptance:

By signing below, I acknowledge that I have read and understood the position description required for the role, including the responsibilities and expectations outlined therein. I accept the responsibilities of the position and agree that I can perform the duties to the best of my abilities in alignment with NRC's goals and policies.

I also understand that this position description may be amended or updated as necessary, and I agree to adhere to any future changes.

Employee Name:

Employee Signature:

Date:

To Apply:

Please submit your resume and a cover letter addressing the key responsibilities and qualifications for this role via email to nnyak@nasrecoverycentre.org.au

