Position Description – Executive Officer

POSITION TITLE: Executive Officer

DATE: October 2026

TIME FRACTION: 0.9 FTE - 1 FTE

ORDINARY HOURS OF DUTY: Weekdays 9 am to 5 pm. Some after-hours and weekend work will be part of the ordinary hours of duty.

TYPE OF EMPLOYMENT: Ongoing

CLASSIFICATION LEVEL: Level 8 of the SCHADS Award, plus first aid allowance

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Organisational Overview

Founded in 1999, the Port Phillip EcoCentre works to connect, educate, inspire and empower people to protect land, water, wildlife and wellbeing. Our team of scientists, educators, community workers and 3000+ volunteers design and implement innovative environmental programs. We nurture and develop solutions, deliver original research and education, and conduct hands-on projects, with a focus on community engagement and leadership and strategic collaboration.

The EcoCentre's new education and community hub, including the first Citizen Science Lab in Australia, was opened in October 2025 in the St Kilda Botanical Gardens. With this as our base, we reach across *Naarm* Greater Melbourne to bring people of all ages and backgrounds together, to spark solutions and inspire environmental leadership.

The EcoCentre is an incorporated association and registered charity managed by a community-based elected Committee of Management. We acknowledge the First Peoples of the lands where we operate and acknowledge that sovereignty was never ceded.

Under the *EcoCentre Strategic Plan 2024-2027,* we are striving for four outcomes:

- **Connect:** People are informed and feel connected to nature and each other.
- **Act:** Individuals and groups take action to mitigate and adapt to climate change and protect the environment.
- **Transform:** Our partnerships and cross-sectoral networks drive positive systemic environmental changes.
- **Enable:** The EcoCentre is an effective, efficient, inclusive and innovative organisation.

Purpose and Functions of the Executive Officer

The key role of the Executive Officer is ensure the purposes of the organisation are fulfilled, and to facilitate the implementation of the EcoCentre's *Strategic Plan 2024-2027* and its associated *Monitoring & Evaluation Framework 2024-2027*, through effective and efficient development and execution of plans, projects, programs, policies and procedures.

The Executive Officer has overall managerial responsibility for the organisation subject to the broad direction of the Committee of Management. The incumbent is responsible for supporting the CoM and the management of operation and staffing. The incumbent is the primary contact with the City of Port Phillip, and other donors and funders; and is key spokesperson and advocate for the EcoCentre.

Key Responsibilities, Duties and Roles

1. Strategic Leadership and Governance

- Coordinate the development, monitoring and evaluation of the 3-yearly Strategic Plan in collaboration with the Committee of Management
- Provide regular advice and reporting to the Committee of Management with a focus on relevant government policies, strategic and operational progress, financial health, and risk management
- Act as a primary public spokesperson and advocate for the organisation and its programs and in conjunction with the President; act as a primary contact for representations to and from Members of Parliament and municipal Councillors
- Develop and maintain strategic relationships with key stakeholders and partners, including with City of Port Phillip and other funders
- Prepare submissions to all levels of government in respect of relevant policy, plans, legislation and budgets
- Develop and regularly review policies for endorsement by the Committee of Management, ensuring compliance with all relevant laws and regulations
- Provide advice on government policies and relevant strategic areas of government decision-making to the Committee of Management and to staff
- Advise and support the Committee of Management and its sub-committees, and implement Committee of Management decisions
- Work with the Committee of Management to ensure all relevant legislative and regulatory obligations are met, including charity reporting

2. Financial Management & Funding Sustainability

- Work with the Committee of Management and Treasurer to develop and review an annual budget
- Oversee the implementation of the annual budget, ensuring strict financial controls, accountability, acquittal of funds and reports for Committee of Management and auditors
- Work with Treasurer on annual and monthly financial reporting, cash flow, quarterly forecasting, and annual audits
- Develop, with the Committee of Management, the fundraising strategy which engages governments, philanthropy, corporate donors, businesses, the community and individuals.
- Lead the implementation of the fundraising strategy which includes donor care and fundraising events, with the objective of broadening the EcoCentre's resource base
- Cultivate and expand relationships with philanthropic trusts, foundations, corporate donors and key representatives from Government and the community

3. **Operational and Program Management**

- Develop, implement and review an annual operational plan aligned with the strategic plan
- Exercise overall management and operational responsibility for the organisation subject to the direction of the Committee of Management.
- Lead and guide grantwriting and partnership development, including the review of funding contracts and reports to external partners
- Ensure a high standard of design and delivery of all programs, projects and venue operations, and that the reporting and accounting requirements of funders are met
- Ensure monitoring and evaluation of programs to enable demonstration of outcomes and impacts to stakeholders and funders
- Maintain robust operational policies for endorsement by the Committee of Management, and develop associated procedures, ensuring compliance with relevant laws and regulations
- Manage communications, promotions and marketing

4. **People & Culture**

- Manage human resources, including recruitment, performance reviews, policy reviews, and professional development in accordance with relevant awards and other legal requirements
- Recruit, lead, mentor, and support a team of permanent and casual staff, contractors, and volunteers, ensuring all staff have up-to-date position descriptions and contracts
- Oversee incident management processes, including Child Safety, with sensitivity and in accordance with legislation and EcoCentre policies
- Foster an inclusive, supportive, collaborative, and high-performing workplace culture

Relationships and Accountabilities

Reports to: Committee of Management, via direct report to President

Supervises directly: All managers and team leaders
Communications & Marketing Coordinator
All permanent, contract and casual staff unless delegated to another staff member

Supervises indirectly: All other staff and volunteers

Key relationships

- Committee of Management, in particular the President, Vice President, Treasurer, Secretary and the chairs of the sub-committees
- Supporting EcoCentre staff and volunteers
- Reporting and liaison with City of Port Phillip (landlord and core funder)
- Reporting and liaison with strategic partners including donors and funders
- Liaison with all levels of government
- Serve as media spokesperson along with the President
- Collaboration and partnerships with Affiliates, other environment and community organisations and businesses

<u>Key Selection Criteria</u>

1. A relevant tertiary qualification and/or high-level skills and extensive experience in environmental sciences, management, education or related areas.

2. Demonstrated executive leadership and substantial management skills, preferably in a successful not-for-profit organisation with a governing Committee of Management.

3. Demonstrated experience in managing organisational finances including financial planning, budgeting, audit processes, and reporting.
4. Experience as a successful fundraiser, with familiarity in dealing with a wide range of potential funding sources, including funds through competitive grants and donor appeals.
5. Demonstrated high level of skills and leadership in managing staff and volunteers, and ensuring a collaborative and high-performance workplace.
6. Detailed knowledge of the current local, state and federal government policy directions for the funding and delivery of environmental, education and community services.
7. Exceptional communication skills with the ability to influence, and to collaborate with government agencies, community groups, businesses and individuals
8. Proven ability to foster collaboration and strategic partnerships.
9. Demonstrated ability to plan and review strategically and to translate strategic directions into an effective and achievable operational plan which incorporates efficient and effective programs and a well-managed organisation with an appropriate staffing team

Other relevant skills, knowledge and experience

1. Detailed knowledge of relevant statutory requirements for the EcoCentre.
2. High digital fluency including Microsoft 365, payroll software, CRM systems, social media, and the ability to identify and adapt to emerging platforms of relevance.
3. A demonstrated commitment to nature and climate, community wellbeing, and environmental justice.
4. Exceptional written and oral presentation skills, with proven ability to inspire diverse audiences, distil technical concepts for decision-makers, craft advocacy positions and work with media.
5. Demonstrated managerial ability to exercise strategic judgement, to set priorities within competing demands, and to present recommendations to a board or management committee.
6. Working with Children check and experience implementing Child Safe Standards.
7. Certification in First Aid and Mental Health First Aid