

## POSITION DESCRIPTION

### Executive Leader (Part-Time)

<b><u>Organisation:</u></b>	<b>Joseph's Corner Inc</b>
<b><u>Location:</u></b>	Yarraville
<b><u>Employment Type:</u></b>	3 Days per Week (Tuesday–Thursday, 9am–5pm)
<b><u>Contract Term:</u></b>	Ongoing
<b><u>Reports to:</u></b>	Board of Management
<b><u>Team:</u></b>	2 Counsellors & volunteer administration support
<b><u>Remuneration:</u></b>	To be negotiated with successful applicant

### ABOUT JOSEPH'S CORNER

Joseph's Corner is a not-for-profit organisation based in Melbourne's western suburbs, providing free counselling services to family members of those affected by addiction. Joseph's Corner was established over 25 years ago by the late Sr Jeanne Dwyer, who was the organisation's first and externally funded CEO. The current internally funded CEO position supports the organisation achieve its operational goals. Our work is grounded in compassion, dignity, and the belief that no one should face the impacts of addiction alone.

### POSITION SUMMARY

We are seeking an experienced and values-driven **Executive Leader (CEO)** to lead Joseph's Corner, working with the Board of Management, who are actively leading the implementation of the Strategic Plan through an exciting and purpose-driven period of growth and change. Reporting directly to the Board of Management, the CEO will oversee day-to-day operations, lead a small but dedicated team of two counsellors, and support strategic execution across four key pillars:

1. **Service Expansion & Quality Improvement**
2. **Community Awareness & Partnerships**
3. **Financial Sustainability**
4. **Organisational Development & Governance**

This is a unique opportunity for a dynamic leader passionate about community mental health, addiction recovery, and empowering vulnerable families.

## KEY RESPONSIBILITIES

### Strategic Leadership

- Support the implementation of the 2025–2028 Strategic Plan, in close partnership with the Board.
- Assist in translating strategic goals into operational priorities and clear action plans.
- Monitor progress against key performance indicators and provide regular reports to the Board.

### Service Management

- Manage and support two part-time counsellors, ensuring service delivery aligns with best practices and meets client needs.
- Oversee implementation of quality frameworks, client feedback mechanisms, and staff development initiatives.
- Ensure compliance with relevant standards and policies.

### Stakeholder Engagement & Partnerships

- Build and maintain strong relationships with external stakeholders, including community groups, healthcare providers, local councils, and other not-for-profit organisations.
- Represent Joseph's Corner in community events and forums to increase visibility and advocacy impact.
- Support the development of referral pathways and strategic collaborations.

### Fundraising & Financial Oversight

- Support fundraising initiatives, including donor engagement, events, and grant applications.
- Assist the Board in diversifying revenue streams, including partnerships and fee-for-service exploration.
- Contribute to budget planning and financial management with the Treasurer and Board.

### Governance & Compliance

- Ensure the organisation complies with all legal, regulatory, and ethical standards.
- Support Board meetings through timely and accurate reporting, strategic updates, and informed recommendations.
- Lead policy and procedure reviews, onboarding systems, and organisational risk management practices.

## KEY SELECTION CRITERIA

### Essential

- Proven leadership experience in a not-for-profit, community, or health service setting.
- Strong alignment with the mission and values of Joseph's Corner.
- Demonstrated success in organisational development, program delivery, and strategic planning.
- Strong understanding of issues relating to addiction, mental health, or family support services.
- Excellent interpersonal and stakeholder management skills.
- Experience managing small teams and supporting staff development.
- Strong written and verbal communication skills.
- Sound financial and operational acumen.
- **Current Working with Children Check** (or willingness to obtain).
- **Current National Police Check** (or willingness to obtain).

### Desirable

- Experience working with or reporting to a Board of Management.
- Grant writing, fundraising, or donor engagement experience.
- Knowledge of the western/north-western Melbourne community landscape.
- Experience in service quality frameworks and evidence-based practice integration.

### What We Offer

- Opportunity to make a meaningful impact in a trusted, community-rooted organisation.
- Flexible part-time role with potential to grow based on funding and strategy progression.
- Supportive and mission-focused Board of Management.
- A values-based, person-centred working culture.