

POSITION DESCRIPTION: CHIEF EXECUTIVE OFFICER

Reporting to and in partnership with the Board and the Licensee, the CEO is responsible for the success of TEDxMelbourne, ensuring a meaningful contribution to the TEDxMelbourne Community. In close collaboration with the Leadership cohort and the Volunteering Members, the CEO will be responsible for accomplishing the TEDxMelbourne mission and vision through the effective leadership and management of the leadership team and strategic business operations.

This is both an exciting time for TEDxMelbourne and a challenging time for volunteering, with issues and opportunities for volunteering across Australia to be navigated. The incoming CEO will be tasked with growing the organisation including the expansion of TEDxMelbourne's key leadership cohort and working with the Board to develop the next strategic plan.

The CEO will have strong values that align with TEDxMelbourne's goals and mission, and thoroughly understand the context and landscape of volunteering in Australia, including challenges and opportunities in practice and from a NFP organisational perspective.

To be considered for this role you will need to be a dynamic leader, with the ability to engage and develop lasting, positive relationships with passionate stakeholders at a leadership level, including the Board, Licensee and the TEDxMelbourne leadership team.

Your commercial and business acumen will ensure the successful delivery of key objectives whilst leading the strategic direction of the organisation that encompass organisational growth, to the benefit of both our overall TEDxMelbourne volunteering team and our brand.

You will be experienced in leading associations and not for profit organisations, including supporting effective governance processes. In-depth knowledge of driving an overarching strategy, and experienced in navigating and leading the development of leadership capabilities within the team.

This is an exciting opportunity to lead an organisation of volunteers as it moves into a new strategic cycle, and to shape the future of volunteering for TEDxMelbourne.

As we move into a new phase and develop the long-term strategy with the selected candidate, the Board will be exploring the opportunity for a paid role as we work together to improve the organisation and our operational model.

KEY RESPONSIBILITIES

Strategic Leadership

- Develop and implements the TEDxMelbourne Strategic Plan and works to strengthen TEDxMelbourne as one of the leading independent TEDx organisations across the Australasian region.
- Drives strategic initiatives that position the organisation for growth and continued strong presence with the volunteering sector and the local Melbourne community.
- Oversees the strategic operations, advocacy and leadership cohort activities.
- Is the key point of contact for Department Leaders for strategic direction and business management.
- Liaises with and forms close partnerships with community and business representatives.
- Maintains an active presence with the Board.
- Demonstrates a high level of communication skills to a diverse audience across the organisation and to some extent; broader TEDxMelbourne community.

Legal Compliance

- Assures TEDxMelbourne's operations comply with all relevant laws and regulations.

Mission, Policy and Planning

- Assists the Board to determine and implement objectives, strategies and plans.
- Reports to the Board to ensure that it can monitor and evaluate TEDxMelbourne's relevance to the community, its effectiveness, and its results.
- Is instrumental in formulating policy relating to our volunteering programs and policies.
- Ensures that the Board is fully informed on the operational status of TedxMelbourne.
- Provides reports and submissions to the Board when required, regarding trends, issues, problems and activities in order to facilitate decision and policy-making.

Management and Administration

- Provides leadership and management to the TEDxMelbourne volunteer leadership cohort and overall team and manages the strategic operations of the organisation.
- Builds a positive organisational culture that builds and implements the values of TEDxMelbourne and supports the achievement of TEDxMelbourne strategic goals.
- Assures program quality and organisational stability through the development, implementation and evaluation of HR policies, systems and procedures.
- Assures an environment that recruits, retains, develops and supports quality volunteers.
- Specifies accountabilities for leadership volunteers and evaluates performance regularly.

Financial Sustainability

- Ensures financial sustainability of TEDxMelbourne in close collaboration with the Head of Finance.
- Support the Head of Partnerships in business development opportunities and strategies to strengthen and diversify revenue streams.
- Support the Head of Finance; oversees and manages the finances of the organisation including budgets, reports and audits.

Governance

- Ensuring the organisation's performance meets the Board's expectations; and that the board is properly and regularly informed of significant issues and major risks.
- Assists the Board to articulate its roles and accountabilities, to the wider leadership, volunteer team, key stakeholders and individual members.
- Works with the Board Chair to enable the Board to fulfill its governance functions and facilitates the optimum performance by the Board, its committees and individual Board members.
- With the Board Chair, focuses the Board's attention on long-range strategic issues.
- As delegated by the Board acts as the nominated executive officer to ensure compliance of the organisation to regulations.

Stakeholder Engagement and Public Affairs

- Support the Licensee to raise the profile of TEDxMelbourne with key stakeholders, current and potential members, funders and media.
- Maintains and develops high quality relationships across other TEDx organisations and advances the mission of TEDxMelbourne.

REPORTING RELATIONSHIPS

The CEO reports to the TEDxMelbourne Board, and has the following direct reports:

- Head of Operations
- Head of Finance
- Head of Marketing & Partnerships
- Head of Production

LOCATION AND TRAVEL

The position is based out of Workclub, Melbourne and remote working from home. Our operations are remote first, and enabled by digital meeting and organising platforms. Travel across states from time to time to attend various meetings and events.

HOURS OF VOLUNTEERING

This is a volunteering role and time commitment expected to be from 2 hours a week to 10 hours at certain pre-event peak periods. Due to the nature of the role, evening and weekend work may be required to attend after-hours meetings and events

SELECTION CRITERIA

In addition to demonstrating **relevant experience across the core functional areas of responsibility identified in this Position Overview**, candidates applying for the CEO role will require a range of personal and professional skills, including:

- Demonstrated experience in a senior management position.
- Proven advocacy skills at a senior level; significant experience in stakeholder engagement and relationship building.
- Strong business acumen with excellent management skills, particularly in relation to:
 - o people and stakeholder management
 - o financial management
 - o business and policy development
 - o strategic and business planning
- An appreciation of the Volunteering and Not for Profit sector environments is highly regarded.
- Excellent written and oral communication skills.
- Proven collaboration, negotiation, liaison, interpersonal and networking skills.
- Is a team player with a commitment to results, being pro-active, innovative and action oriented.
- Anticipates and solves problems whilst recognising and leveraging opportunities.
- Models behaviour, develops people and builds teams in line with the values of TEDxMelbourne.

APPLY NOW TO AVOID MISSING OUT!

Please note TEDxMelbourne will commence screening and interviewing for this role immediately.

If you are intending to apply, please do so now.

Applications Close: 5pm 20th December 2022

Please submit your CV and cover letter electronically to;

operations@tedxmelbourne.com