# Position description

## Chief Executive Officer

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Position Chief Executive Officer (CEO)

Purpose The focus of this role is to provide whole of business activity, overseeing a small team and supporting the WWDACT Board.

Reports to WWDACT Chair

Based Level 2, 71 Northbourne Avenue Canberra City ACT 2601

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### The Organisation

Women With Disabilities ACT (WWDACT) is a systemic advocacy and peer support organisation for women, girls, non-binary and feminine identifying people with disabilities in the ACT and region. WWDACT follows a human rights philosophy, based on the Convention on the Rights of Persons with Disabilities (CRPD) and the Convention on the Elimination of Discrimination against Women (CEDAW). WWDACT is a Disabled People’s Organisation (DPO), governed by women with disabilities, and its proposals and recommendations to government are consistent with Article 4(3), and Article 29 of CRPD.

### The Position

The WWDACT CEO role contributes to operationalising the WWDACT Strategic Plan. Responsibilities include administration, systems management, information management, management of finances, human resources, communications, and providing secretariat support to the Board.

The CEO will work independently with guidance from the WWDACT Board via the WWDACT Chair.

### The Duties

1. Manage small business administration including calls, correspondence, insurance, procedures, policies and compliance relating to being a not for profit Incorporated Association.
2. Recruit and manage staff as required to implement the WWDACT Strategic Plan.
3. Maintain integrated IT systems and structures using appropriate software and equipment (e.g. Office 365 Suite including SharePoint).
4. Oversee management of financial reports, reconciliations, budgets and acquittals in liaison with the WWDACT Treasurer and Bookkeeper.
5. Identify grant opportunities, write grant applications and oversee maintenance of records for documents, contacts, grants and contract management using version control.
6. Oversee management of a range of communications functions for WWDACT including website, distribution of newsletters and marketing and social media.
7. Undertake Secretariat duties to support monthly Board meetings.
8. Engage in high level systemic advocacy through making submissions to government and responses to community discussion papers, in collaboration with WWDACT Board and volunteers.
9. Attend public and sector events on behalf of WWDACT and represent WWDACT to the media.

### Selection Criteria

1. **Qualifications:** Vocational or tertiary qualifications (completed or attaining) in Business Administration, Community Development, Social Policy, Gender Equity or related discipline (desirable) or equivalent experience.
2. **Knowledge:** Experience in business management, program/project management, team leadership, legal and contractual compliance or transferable skills. An understanding of and experience applying human rights frameworks.
3. **Capacity** to support implementation of an integrated, scalable program of activity within not for profit constraints, and to deliver on WWDACT strategic objectives relating to gender and disability.
4. **Ability** to manage IT systems and website administration using modern office software and platforms; ability to use Microsoft Office suite; excellent organisational and records management skills. Experience with WordPress is highly desirable.
5. **Communication:** Well developed written, oral communication and relationship skills to liaise with internal and external stakeholders. Ability to manage change, negotiate and make decisions.
6. **Initiative** to solve problems and work with minimal supervision.

### Remuneration

Hours for this position are part time at 0.625 FTE or 25 hours per week (plus superannuation) at Social, Community, Home Care and Disability Services (SCHCADS) Award Grade 5.3; remunerated on a rate of $42.48 /hour. This position is ongoing subject to funding.

Please contact the WWDACT Chair via [chair@wwdact.org.au](mailto:chair@wwdact.org.au) for more information.