

Adventist Development & Relief Agency

Roles & Job Descriptions



Chief Executive Officer

Reports To: Adventist Development & Relief Agency

Purpose:

Oversee and direct the operations of ADRA Australia giving particular attention to visioning, strategic planning and management

Key Responsibilities:

1. Create and facilitate ADRA's growth within a team and learning environment
2. Ensure agency directors and staff develop and maintain professional capacity and currency within their assigned fields of responsibilities and expertise
3. Affirm and support the directors and staff and be accessible to all
4. Motivate staff to superior performance and professional growth with opportunities for career track enhancement
5. Monitor ADRA's performance against changing standards, legal requirements, accreditation criteria and industry trends.
6. Value and utilise governance processes that are rigorous while ensuring a transparent, collegial and primarily consensual environment for their execution
7. Seek counsel with Church administration and explore appropriate synergies between the Church and it's Agency's programs.
8. Review monthly operating statements, income analysis reports and employee packages
9. Provide practical support to agency units as required
10. Be available for speaking engagements at camp meetings and churches and to meet with those who have special concerns or interests
11. Make regular contact with corporate or high donors
12. Liaison with Conferences and Unions at Presidential level
13. Meet with Director's for regular unit briefings and strategic planning and inter-unit cross-referencing
14. Engage with AusAID by participating in CEO Conference, accreditation process and policy dialogue
15. Engage with Australian Council for International Development (ACFID) by participating in ACFID Council and CEO Forums, seeking election on Executive Committee and policy dialogue
16. Ensure regular development and agency education for Board members

Key Processes:

1. Creates and maintains agency strategic plan
2. Manages strategic risk and oversees operational risk for agency
3. Reviews and authorises unit plans
4. Manages implementation of agency plan
5. Measures effectiveness of agency plan
6. Reviews and authorises agency plans

Governance:

1. Brief the Board Chair regularly on agency performance, activities and industry trends
2. Ensure that all major financial and program decisions and commitments are approved
3. Ensure that the agency operates within established departmental budget, approved grant budgets, approved procedures and relevant codes of conduct

Personnel:

1. Ensure all staff work individually and collaboratively to produce planned outcomes
2. Encourage and mentor professional development of subordinate staff for personal career development
3. Conduct regular performance assessment of Directors and direct reports against agreed outcomes and responsibilities
4. Open door policy to all agency staff

Other:

Perform other duties as assigned by Board Chair and the ADRA Australia Board

Authority:

1. Reports directly to Board Chair and ADRA Australia Board
2. Authority as agreed with ADRA Australia Board but not exceeding Boards authority
3. Responsible for five direct reports - Directors, Office Manager

Committees/Boards:

1. Secretary, ADRA Australia Board
2. Member, Vision and Strategic Planning Sub-committee, ADRA Australia
3. Invitee, Business and Finance Committee, ADRA Australia
4. Chairperson, EXCOM, ADRA Australia
5. Member, ADRA SPD Coordinating Committee
6. Member, ADRA SPD Network
7. Donor Group (ADRA International)
8. HIV AIDS Committee (SPD)
9. Youth Resiliency Committee (SPD)

Education, experience and commitment*Essential:*

1. A personal commitment to the Seventh-day Adventist church and ADRA's mission, vision, values and beliefs
2. A minimum of five years senior management experience
3. A relevant academic qualification (MA preferred)
4. A passion for social justice and community service delivery with a coherent understanding of the causes of and mechanisms for creating injustice and poverty
5. Demonstrable communication skills
6. An ability to keep current with industry trends and opportunities
7. Demonstrable capacity to promote ADRA's ministry to the Seventh-day Adventist Church constituency and leadership
8. Proven administrative and management ability
9. Advanced strategic thinking
10. Demonstrable cross cultural and human interaction skills

Desirable:

1. An ability to advocate & have input into government decision making
2. Grant writing ability
3. Financial management skills such as strategic budgeting and monitoring
4. Law and legal compliance knowledge
5. Coordination and chairing of meetings
6. Prior program and or administrative experience in ADRA or other NGO
7. Understanding of NGO's and the global environment within which they operate
8. Field experience with ADRA or complementary NGO.
9. Prior experience in field related activities and programming
10. Second language
11. System and database design and implementation

Core Competencies:

1. Leadership
2. Communication
3. Staff management & development
4. Teamwork & team building
5. Strategic thinking & planning
6. Project management
7. Networking
8. Public presentation skills
9. Excellent listening and inter-personal skills