

Foster Care Association of Victoria Position Description

Position Title:	Chief Executive Officer	Date:	April 2019
Department / Location:	Level 1, 398 Smith Street, Collingwood	Prepared by:	Chris Hansen
Reports to:	Board of Directors	Approved by:	Board of Directors

1. ORGANISATIONAL CONTEXT

The Foster Care Association of Victoria is the peak body for Victorian foster carers. Established in 1992, we are a not-for-profit organisation working towards better outcomes for foster carers and the children and young people in their care.

Foster care is the backbone of the Victorian response to protective intervention for children and young people at risk. Foster carers are the volunteers providing a home, family life and care to children and young people who are unable to live with their birth family for a variety of reasons. All of these children have suffered traumatic events and the role of our carers is critical and complex.

The FCAV is here to provide information, support and advocacy directly to all Victorian foster families. Our work directly impacts the care provided to the thousands of Victorian children and young people in foster care by providing:

- Carer Information Support Service hotline - free, independent advice and support to foster carers over the phone.
- Advocating on behalf of foster carers to government, their agencies and in the community.
- Community building - as the only centralised body for all foster carers in the state; providing forums, training and carer events.
- Providing carer news and updated information through our comprehensive website, regular newsletters and e-news.
- Training for carers directly and via Care KaFE (for both Kinship and foster carers).

The FCAV represents more than 4,000 foster carers (over 2000 households) across Victoria. In tandem with one-to-one support we provide to individual foster carers, our role as a membership Association is to advocate for vital improvements to the care system.

The FCAV is mandated to strengthen Victoria's investment in greater recognition, respect and resources for carers, the volunteers who every day and every night make a difference in the lives of Victoria's children and young people.

2. POSITION SUMMARY

The Chief Executive Officer is currently employed part time under the conditions of the Social, Community, Home Care and Disability Services Industry Award. The position reports to a voluntary Board of Directors and is funded through the support of The Department of Health and Human Services (DHHS) to focus on foster carers and carers who have converted to permanent care.

The position objectives are to work with the Board of Directors to:

1. Recruit and manage staff in accordance with HR best practice.
2. Manage the development and implementation of the services, work plan and projects of the FCAV in accordance with funding agreements and the organisation's strategic plan.
3. Ensure service and funding agreements are met within timelines and budget parameters.
4. Build and maintain relationships with key stakeholders, funding bodies and home-based carer networks across Victoria.

3. KEY SELECTION CRITERIA

Demonstrated experience within the out-of-home care sector, and a thorough understanding of the role of carers in Victoria including foster, kinship and permanent carers

- Understanding of the foster care system and the broader child welfare framework in Victoria, including current reforms
- Understanding of current issues affecting Victorian foster carers

Demonstrated ability to engage with key stakeholders at all levels

- Proven experience engaging sensitively and professionally with diverse stakeholders, including carers, agencies, advocates, peak and representative bodies
- The ability to engage with a diverse range of carers in a way that is sensitive to culture and lived experience
- Experience at a senior level engaging with government, and the ability to constructively advocate FCAV's position at a Ministerial, Commissioner, executive and departmental level.

Demonstrated experience and understanding of governance and financial management principles, relevant to leading a not-for-profit entity

- Experience developing, implementing and monitoring operational, financial and governance models including budget, policy and reporting
- Exposure to grant-based funding, including the proactive securing and ongoing management of external public and private grants and activity-based (program and project) funding
- Understanding of the reporting relationship between a not-for-profit Chief Executive Officer, and the Board and the ability to work confidently and constructively within this environment

Commitment to organisational and strategic leadership

- Experience in engaging, motivating and leading specialist and administrative staff at a senior level
- Commitment to driving efficiency, innovation and using positive change management practices in responding to organizational issues and challenges

4. QUALIFICATIONS

This is a senior position and the Board seeks a person with proven skills at a senior level. A relevant tertiary qualification in the areas of Social Work, Psychology and/or Youth and Family (or extensive experience at a senior level in a relevant field) is desirable.

5. KEY RESPONSIBILITIES

Organisation efficiency and Staff Management

To manage and provide leadership of the staff of FCAV and Carer KaFE:

Establish performance management process, including detailed performance and development plans for all staff.

Development and implementation of strategic plan

Contributing to the development of the strategic plan in conjunction with the Board of Directors

Prioritising and implementation of an annual FCAV work plan in accordance with the agreed strategic plan.

Timelines and budget

To work in partnership with the Finance sub Committee and the Board of Directors in the management of the FCAV including Carer KaFE finances.

There is a strategic focus on accessing alternate funding streams to ultimately reduce reliance on DHHS

Promote Foster Care

FCAV to increase the understanding and awareness of the role of carers within Victoria and the role of FCAV and Carer KaFE within the sector and community.

There is also a responsibility to participate in the National body for the betterment of carers nationally.

Stakeholder engagement

Engage with DHHS, Government, CREATE Foundation, the sector and community to progress organisation strategy and advocacy agenda.

Reconciliation Action Plan

Progress activities in the RAP for the organisation, carers and Aboriginal children and young people in care.

6. ACCOUNTABILITY

The CEO is accountable to the FCAV Board of Directors, specifically the President.

7. CONDITIONS OF EMPLOYMENT

Terms and conditions of employment are in accordance with the Social, Community, Home Care and Disability Services Industry Award 2010.

Office hours are between 9am – 5pm Monday to Friday. Some after hours and weekend work may be required.

This position is flexible regarding hours and currently 30.4hrs per week.

The salary for this position is subject to experience and attractive salary packaging is available.

Superannuation will be paid by the employer to a nominated fund in compliance with the prescribed amount under the Superannuation Guarantee Act.

The successful applicant will be required to undergo satisfactory pre-employment checks, including 2 referees, a criminal records and working with children check and any qualifications.