



CANDIDATE INFORMATION PACK

Chief Executive Officer
December 2024



www.wrisc.org.au
chair@wrisc.org.au

WRISC employs women only, as permitted under S.28 of
the Equal Opportunity Act 2010

At WRISC Family Violence Support, we believe in a world where everyone can live free from violence. For over 40 years, we've been a cornerstone of support for women and children in the Central Highlands region, advocating for their safety, dignity, and empowerment.

As we prepare to farewell our current CEO due to retirement, we are looking for a leader who will honor WRISC's rich history while driving us toward a brighter future. This is a rare opportunity to lead an organisation with a proud legacy of advocacy and innovation in addressing family violence.

If you're ready to make a profound difference in the lives of others and possess the skills to lead an organisation at the forefront of community change, we invite you to consider joining WRISC as our next **Chief Executive Officer**.

About WRISC

WRISC Family Violence Support began in 1983 as the Central Highlands Women's Collective (CHWC), built on the belief that women have the strength to change the world. Early on, we recognised the importance of naming and challenging family violence as a gendered issue rooted in inequality. In 1988, we received funding to establish the Women's Resource Information & Support Centre (WRISC), and by the 1990s, our focus evolved to providing family violence outreach services. Today, WRISC offers critical support services, including advocacy, counseling, and support groups for women and children escaping violence.

From our Ballarat and Bacchus Marsh offices, we serve the Central Highlands region of Victoria, including Ballarat, Hepburn, Moorabool, Pyrenees, and Golden Plains. We are proud to work within an integrated service system alongside police, courts, and other agencies to ensure comprehensive and accessible support for those in need. Read more about WRISC and our Strategic Plan here: www.wrisc.org.au

Our Vision

Safety, equality and opportunity for all people.

Our Mission

To promote respectful relationships through services which enhance the safety, autonomy and wellbeing of women and children.

Our Values

The organisation works from a feminist perspective and values: innovation, integrity, respect and trust.

Principles

Everyone has the right to be safe, to be treated equally and to have access to the same opportunities as everyone else. We know that violence of any kind denies people these rights and attacks their dignity and self-respect. Everyone has the right to live free from violence, fear and intimidation.

Women and Children

WRISC will build relationships between service users and the community, enabling shared power and responsibility, to meet diverse individual and community needs and enhance an environment where women and children's voices are at the centre of all we do.

Equity and Equality

WRISC will provide effective and accountable leadership that is transparent, responsive and fosters shared commitment towards addressing inequities.

Our Team

WRISC Family Violence Support is governed by a Board of Directors, made up of dedicated and passionate volunteers who through their leadership, ensure accountability in delivering vital services. The Board provides strategic and financial oversight, guiding the organisation's vision, mission, and goals to address family violence effectively. Comprising individuals with diverse skills and expertise, the Board oversees governance, compliance, and financial management, ensuring WRISC operates sustainably and meets community needs. Their commitment supports the organisation's values and ensures that WRISC's programs and initiatives align with best practices and legal standards to empower individuals and families impacted by violence.

Get to know the Board here – [Our Board and Executive Team](#)

WRISC Family Violence Support is driven by a passionate and skilled team of staff dedicated to supporting individuals and families affected by family violence. The staff bring expertise in areas such as social work, therapeutic services, counselling, advocacy, case management, and community engagement, providing tailored services that prioritise safety, empowerment, and long-term wellbeing. They work collaboratively to deliver crisis support, case management, therapeutic programs, and prevention initiatives, ensuring a holistic approach to addressing family violence. Guided by compassion and professionalism, the staff uphold WRISC's values and commitment to creating a safer, more equitable community.

WRISC Organisational Structure



WE ARE HIRING

JOIN OUR TEAM

Chief Executive Officer

Are you ready for a once in a career opportunity to lead a dynamic community organisation?

At WRISC Family Violence Support, we're looking for a passionate and visionary leader to guide our mission of empowering women and children impacted by family violence. This is your opportunity to shape meaningful change, advocate for those who need it most, and leave a lasting legacy in the Central Highlands region.

Since 1983, WRISC has been a beacon of hope for those experiencing family violence. Rooted in feminist principles, we've stood strong in challenging harmful societal norms and supporting women and children to reclaim their safety and dignity. With the upcoming retirement of our current CEO, we're seeking a passionate and driven leader to continue our mission of creating a world where everyone can thrive free from violence. This role is based in Ballarat and covers the Central Highlands region, including Ballarat, Hepburn, Moorabool, Pyrenees, and Golden Plains.

As CEO, you will work closely with the Board of Governance to:

- Provide strategic leadership and operational oversight
- Advocate for women and children affected by family violence
- Lead a dedicated team of professionals, fostering a collaborative and supportive culture
- Ensure WRISC's financial sustainability and compliance with regulations
- Strengthen community partnerships and expand our reach and impact

We're searching for a dynamic, compassionate leader with:

- Postgraduate qualifications in management, human services, social work, or a related field
- A proven track record in senior leadership, preferably in the community, health, or women's sector
- A deep commitment to feminist principles and addressing gendered violence
- Strong financial, people management, and strategic planning skills
- Exceptional interpersonal and communication abilities
- Experience in change management and continuous quality improvement

At WRISC, you'll be part of a passionate team making a tangible difference. You'll enjoy the opportunity to lead innovative projects, influence community outcomes, and advocate for systemic change. Candidate information packs are available online. For a confidential discussion please contact Lisa Tricarico on 0412 597 791.



Details regarding how to apply are available www.wrisc.org.au
Applications to be sent to chair@wrisc.org.au and close on 19/01/2025

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What's on offer?

The salary package being offered is competitive with industry standards and will be tailored to the candidate's experience, qualifications, and skills.

The package may consist of:

- Base Salary
- Superannuation
- Salary Packaging (up to \$15,900 living costs and up to an additional \$2,650 for entertainment)
- Financing a novated lease may also be available through salary sacrifice
- Mobile Phone Allowance
- Flexible Working Conditions

Position Description

Position: Chief Executive Officer

Program: WRISC Corporate Services

Reports to: Board of Governance

FTE/Hours: 0.9/1.0

Classification: Salary Position

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and opportunity
for all people

OUR MISSION

To promote respectful relationships
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feminist perspective and
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OUR COLLECTIVE SPIRIT 2023-26

Acting with: Integrity, Respect, Safety, Creativity, Adaptivity

Increase: Transparency, Care, Collaboration, Generativity, Self-awareness, Inclusivity

Decrease: Assumptions, Judgement, Barriers, Insularity, Pressures

BUILDING BETTER ORGANISATIONS (BBO)

MAKING OUR CULTURE VISIBLE

The 4 pillars: Empathy, Clarity, Engagement and Learning

Understanding and use of all processes and tools relating to the BBO Quality Improvement Project
Participating in the BBO processes to ensure client needs are met with a healthy and sustainable workforce.

About WRISC:

WRISC Family Violence Support Inc. is a not-for-profit organisation funded in the main by the Department of Families, Fairness and Housing. WRISC provides a range of services for women and children living in or escaping from situations of family violence. Services include information, referral, advocacy, support, women's and children's support groups and children's counselling. WRISC offices are located in Ballarat and Bacchus Marsh and services are offered across the Central Highlands region of Victoria including the shires of Ballarat, Hepburn, Moorabool, Pyrenees and Golden Plains. Services are provided on an outreach basis (including outreach offices and home visits) and at the WRISC office. WRISC is a member of the Central Highlands Integrated Family Violence Committee and our services are delivered within an integrated service system working closely with police, courts and other agencies. WRISC is an inclusive employee and welcomes applications from people of diverse backgrounds who identify as women.

Position Context:

The Chief Executive Officer, in partnership with the Board of Governance, is responsible for the success of the WRISC organisation. Together, the Board and Chief Executive Officer ensure WRISC's relevance to the community, the accomplishment of WRISC's Mission and Vision, and the accountability of WRISC to its partners. The Chief Executive Officer position focusses on the provision of strategic leadership for WRISC in the Central Highlands region and has the ultimate responsibility for the day-to-day management of the organisation, the effective delivery of services and programs, and the performance of its staff. The role involves working in partnership with the Board and staff enacting the strategic directions and core values of the organisation. The Chief Executive Officer also acts as a key spokesperson and advocate for women and children experiencing family violence in the Central Highlands.

POSITION DESCRIPTION

CEO

Core Capabilities:

The Chief Executive Officer (CEO) is required to successfully demonstrate the following core capabilities:

Commitment to Results

The CEO is a systems thinker who is client focused and goal driven. The CEO is able to identify relevant information and to transform this information into individual and organisational knowledge. The CEO translates broad goals into achievable steps, anticipates and solves problems and takes advantage of opportunities, has initiative, is a self-starter and team player.

Business Acumen

This position requires an individual with knowledge of and experience in management and administration. The CEO must have demonstrated experience in integrating and coordinating diverse areas of management.

Leading Change

The CEO possesses high-level leadership skills in sharing WRISC's values, mission and vision. The CEO consistently displays integrity, models exceptional behaviour, develops strengths in people and builds teams that flourish. The CEO deals effectively with demanding situations and designs and implements interventions when and where appropriate.

Motivating

The CEO manages continuity, change and transition and knows how to influence and enable others and addresses the impact of attitude and action on WRISC and its participants.

KEY ACCOUNTABILITIES

1. Vision, policy and strategic planning

- Lead the development and implementation of the Strategic Plan in collaboration with the Board, staff, volunteers, WRISC members, and stakeholders.
- Guide the Board in defining WRISC's mission, vision, values, and long-term goals, ensuring alignment with community needs and impact.
- Monitor and assess WRISC's relevance and effectiveness, providing recommendations for improvements
- Stay informed on trends in human services, nonprofit management, and fundraising, and ensure the organisation's policies, procedures, and strategies are regularly reviewed.

2. Leadership and administration

- Oversee all operations, ensuring integration and effective delivery of services in line with strategic goals
- Foster a collaborative, respectful, and feminist-driven work environment.
- Manage organisational strategy, including financial management, budgeting, quality assurance, and business development.
- Develop and maintain a motivated, high-performing team, supporting staff and volunteer development, performance and recruitment.
- Ensure adherence to legal, regulatory, and organizational policies, and oversee regular performance evaluations of senior leadership
- Oversee the development and review of the ICT strategy, ensuring infrastructure supports the organisation's goals

3. Governance

- Ensure compliance with legislative and statutory requirements, maintaining sound organisational governance
- Collaborate with the Board to facilitate effective governance and strategic decision-making.
- Support the Board in fulfilling its functions, focusing on long-term strategic issues and ensuring the timely attention to key issues.
- Act as a liaison between the Board, staff, and stakeholders to ensure smooth communication and informed decision making.

4. Finance and Physical Resources

- Oversee sound financial management, ensuring budgeting, reporting, and audit compliance to maintain organisational sustainability
- Lead fundraising initiatives, working with the Business Operations Manager to diversify revenue streams and secure funding
- Promote cost-effective program delivery while maintaining quality standards.
- Work with the Board to ensure the financial viability of the organisation and support the development of fundraising strategies

5. Community Relations

- Develop and maintain relationships with external stakeholders, including government bodies, funding agencies, and community organisations.
- Act as a spokesperson for WRISC, representing the organisation at local, state, and national levels
- Advocate for issues relevant to WRISC's mission, ensuring community awareness and involvement.
- Participate in key forums, networks, and joint initiatives to promote WRISC's goals and strengthen community impact.
- Manage the communication strategy, including social media and internal communications.

POSITION DESCRIPTION

CEO

6. Risk Management

- Promote a strong risk management culture aligned with the Strategic Plan, ensuring compliance with health, safety, and welfare regulations.
- Lead the identification and management of risks to the organisation's operations and staff wellbeing.

7. Continuous Quality Improvement

- Lead the implementation of quality systems and continuous improvement projects, ensuring compliance with standards and legislation.
- Model solution-focused thinking, holding staff and volunteers to high standards of practice.
- Support the development of business models and protocols for effective collaboration with partners, ensuring evidence-based and trauma-informed practices across programs.

PROFESSIONAL QUALITIES AND RESPONSIBILITIES

1. Professional Qualities

1. Ability to explain complex concepts, balance multiple tasks, and make quick, effective decisions on administrative issues.
2. Lead program planning and implementation while fostering strong relationships with the Board, committees, volunteers, staff, donors, and clients.
3. Demonstrate deep understanding and experience in family violence, social services, mental health or related sectors
4. Communicate and model a compelling vision that inspires enthusiasm and commitment. e. Build and maintain professional relationships with executive colleagues, external agencies, and key partners
5. Effectively plan, and meet deadlines, maintain a flexible work schedule to meet the demands of executive management. Hours may be long and irregular.
6. Represent WRISC positively, demonstrating professionalism and commitment to the not-for-profit sector.
7. Collaborate with the Board to set high ethical standards and promote a culture of loyalty, commitment and professional pride.
8. Commit to ongoing professional growth and development.

2. Personal and Professional Development

- a. Foster reflective practice within the organisation and stay informed of evidence-informed approaches.
- b. Oversee and evaluate team projects and reports related to continuous quality improvement (CQI).
- c. Lead and actively contribute to the Staff Health, Wellbeing, and Safety Plan.
- d. Attend and present at relevant training, conferences, and forums, encouraging staff to apply new learning within WRISC.
- e. Lead WRISC's performance appraisal program, developing annual work and team plans, and conducting performance reviews.
- f. Identify and address individual and team training needs and professional development goals.
- g. Participate in personal performance appraisals, conducted by the Chair.
- h. Engage in regular external supervision for ongoing development.
- i. Collaborate with the Senior Executive Group (SEG) in the internal advisor feedback process from staff.

KEY SELECTION CRITERIA

Qualifications and Experience

- Post graduate qualifications are required in management, human services, social work or related fields
- A minimum of three years' experience in a senior management role in community, health or a women's organisation

Skills and Capabilities

- Demonstrated understanding of and commitment to address violence against women and children drawing from an intersectional feminist perspective.
- Exceptional interpersonal and communication skills that can be applied with a diverse range of people including staff, volunteers, clients, Board members, service providers, government departments and funding bodies.
- Experience and ability to represent WRISC in public forums, to build community engagement, and advocate for issues related to family violence, and gender and social equality.
- Ability to identify risk, opportunities and issues for the future and to lead the organisation in achieving its goals and objectives.
- Excellent people management skills, including ability to lead, motivate, and develop staff and senior management, fostering a culture of collaboration, continuous improvement, and professional development aligned with organisational goals.
- Proven financial management expertise, including budget preparation and monitoring, corrective actions, business planning, and securing diverse funding to ensure long-term organisational stability.
- Demonstrated experience in managing a portfolio of client centred services, programs and projects that includes a continuous quality improvement approach and best practice.
- A thorough understanding of the political environment and current issues affecting the community sector and housing and family violence sector in particular.
- Experience in leading strategic planning, business development and change management in response to changing context and conditions.

POSITION DESCRIPTION

CEO

Conditions of Employment

- Applicants are required to participate in satisfactory pre-employment screening including reference checks, a criminal records check (entails proof of identity), working with children check and proof of qualifications and experience.
- A current Victorian driver's licence is required for this role
- Employment is subject to a six-month probationary period.
- Applicants are required to declare any illness or injury that may preclude them from completing the inherent requirements of the role

Description of Work Environment and Inherent Requirements of the Role include:

- Manage demanding and changing workloads and competing priorities
- Work in a team environment
- Management of self and leading others to maintain resilience regarding the emotional demands of the role
- Attend and represent WRISC at community events, including nights and weekends when required
- Work in different geographical and office locations, including working from home, and other settings (eg schools)
- Work in unstructured environments, open plan or shared office spaces
- Sit at a computer or in meetings for extended periods
- Interact with members of the public who may display the full range of emotional expressions, including parents, partners, significant others, family members, advocates, doctors, police
- Interact with clients and members of the public who could display verbal or physically challenging behaviour
- Interact with clients, staff and members of the public from diverse cultures, languages, sexualities, and disabilities
- Participate in team development/building activities
- Undertake minimal manual handling such as lifting of equipment which would be of varying weight and size (eg child car seats, books and resources)
- Computer work, filing, writing records, participate in meetings, concentrating for long periods of time, managing resources and budgets and researching and analysing information and data
- Using technology including photocopier, telephones, mobiles, laptop, projectors, televisions, video, electronic whiteboards, security and duress alarm systems
- Drive vehicles possibly over long distances and in all traffic and weather conditions.
- Use public transport including trains, buses, trams and taxis

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How to Apply

Please send your application to Kesh Manton, Chair WRISC Family Violence Support to chair@wrisc.org.au or to PO Box 92, Ballarat, Vic. 3353 marked private and confidential.

Your application should include, a covering letter outlining how you meet the position requirements and addressing the key selection criteria, the completed application form and your resume.

The closing date for applications is 11.59pm **Sunday 19 January 2025.**

Applicants shortlisted for interview will be advised, and first round interviews will take place on **Thursday 30 January 2025**, in Ballarat.

The selection panel will consist of 4 people, 3 Board representatives and an external panel member. Preferred applicants will be required to provide the names of up to three professional referees, and complete required pre-employment screening.

If you have additional questions about the recruitment process or the position, please contact the designated recruitment contact person, Lisa Tricarico (Board Member) on 0412 597 791.

All documentation relating to recruitment is treated in compliance with privacy legislation and only retained for the legislated duration.

Your Application

For your application to be considered, WRISC requires that you provide:

A cover letter and brief responses to each of the Key Selection Criteria (see Position Description)

Resume

This completed Application for Employment Cover Sheet including Applicant Declaration (see last page)

Position Applied For:

Position Title:

Where did you see this job advertised?

Applicant Details:

Title:	Surname:	Given Name:
Address:		Post Code:
Home Ph:	Work Ph:	Mobile Ph:
Email:		

WWC Card Number:

(Candidates are requested to bring WWC Card to interview if available)

It is a mandatory requirement that all WRISC staff and volunteers hold a valid Working with Children Check (WWC) and undergo a National Police Record Check, prior to commencing employment. New and existing staff must meet the costs of the WCC check themselves.

- **Working with Children Check (WWC)** – If a current WWC is not available then provisional appointment may be offered to the successful applicant conditional upon a positive outcome of the WWC. The candidate must provide an official receipt proving that application has been made as soon as practicable.
- **A National Police Record Check** – Provisional appointment may be offered to the successful applicant conditional upon a satisfactory outcome of the National Police Record Check. The successful applicant consents for WRISC to make application to the National Criminal History Records check (on-line CrimCheck). If there are disclosures or outcomes then the applicant will need to arrange a full Criminal Record Check through Victoria Police (and meet the cost of such). The candidate cannot commence employment until a satisfactory outcome is known.

Other Information

1. Do you have any pre-existing injuries or illnesses that may preclude you from completing the inherent requirements of the role?

- ☐ **No**, I do not have any pre-existing injuries or illnesses that may be affected by the nature of proposed employment or preclude me from completing the role.
- ☐ **Yes**, I have the following pre-existing injuries/illnesses that may be affected by the nature of proposed employment.

If you answered YES please provide details:

If you fail to disclose the above information or if you make a false or misleading disclosure, then Section 82 of the Accident Compensation Act 1985 will apply. If Section 82 applies then you will not be entitled to workers' compensation for any recurrence, aggravation, acceleration, exacerbation and deterioration of a pre-existing injury or disease.

2. Are you legally entitled to work in Australia?

☐ Yes ☐ No

If you answered NO please provide details:

Declaration:

1. I have read, completed and understand this document (*clarification to any item not understood may be directed to the Business Operations Manager).
2. I understand that my appointment is subject to satisfactory outcomes of Working with Children (WWC) and National Police Record Check. I agree to allow WRISC to obtain and record the outcomes of the National Police Record Check and will provide a copy of the WWC when available.
3. I understand and agree that if I become an employee of WRISC:
 - a. Further personal information may be required for personnel records.
 - b. I will be required to maintain confidentiality, and not to disclose to any unauthorised person during my employment, or at any time thereafter, any information confidential to WRISC.
 - c. I must comply with all reasonable directions, the Code of Conduct and the policies and procedures of WRISC including OH&S, use of computer equipment and security.
 - d. All intellectual property originated by me in the course of or arising out of my employment including all inventions, designs, technology developments or improvements to equipment and the copyright worldwide in all software, literature and artworks, will be the property of WRISC and I shall, when requested, do all things necessary to secure and protect the organisation's ownership rights.
 - e. I will not copy, reproduce, make available to any other party or in any way use except in the course of my employment, any written material or computer software to which I have access by reason of my employment unless the written consent of WRISC is first obtained.
 - f. My employment is subject to a six-month probationary period.

Signature:

Print Name:

Date:

Address Applications To: mark as 'Confidential'

Kesh Manton, Chair WRISC

chair@wrisc.org.au

By Post: Kesh Manton, Chair WRISC

WRISC Family Violence Support Inc.

PO Box 92 Ballarat 3353

WRISC – Safety, Equality and Opportunity for all people

Thank you for your interest in WRISC