



## CANDIDATE INFORMATION PACK

**Chief Executive Officer  
December 2025**



[www.wrisc.org.au](http://www.wrisc.org.au)  
[chair@wrisc.org.au](mailto:chair@wrisc.org.au)

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

We are looking for an experienced leader who embodies feminist principles, has significant experience in leading change and has proven experience in the oversight of organisation governance, strategy and operational leadership, to support the Board to guide our organisation into its next chapter. At WRISC, leadership is values driven, with the foundations being grounded in Innovation, Integrity, Respect and Trust. We seek a CEO committed to applying an intersectional feminist lens across governance, culture, and service delivery. This means championing trauma-informed, culturally safe, and survivor-centred approaches.

### **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](http://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

We are looking for an experienced leader who embodies feminist principles, has significant experience in leading change and has proven experience in the oversight of organisation governance, strategy and operational leadership, to support the Board to guide our organisation into its next chapter.

#### Why WRISC?

At WRISC, leadership is values driven, with the foundations being grounded in Innovation, Integrity, Respect and Trust. We seek a CEO committed to applying an intersectional feminist lens across governance, culture, and service delivery. This means championing trauma-informed, culturally safe, and survivor-centred approaches.

#### What We're Looking For

The role calls for a systems thinker who is client-focused and goal-oriented, able to translate broad objectives into achievable actions. You listen deeply, anticipate challenges, and apply evidence-based strategies to drive organisational performance and deliver meaningful outcomes for clients and the organisation.

We value strong business and financial acumen. You will bring expertise in governance, strategic leadership, financial management, and organisational operations, integrating these areas with fairness and transparency. Strategic and financial decisions must align with sustainability and the collective wellbeing of stakeholders.

Leading change is central to this role. You model integrity, champion WRISC's mission, and build teams grounded in trust. Resilience and creativity are essential as you analyse, plan and implement client centred strategic and operational changes.

Finally, we seek a collaborative influencer who motivates others and guides continuous improvement with care. You understand how attitudes and actions shape organisational culture and inspire commitment through empathy and inclusion.

#### The Opportunity

Over the next two years, you will lead WRISC with empathy, integrity and passion, shaping a sustainable and innovative organisation that is underpinned by feminist principles

#### Apply Now

To learn more about the role, please download a copy of the candidate information pack via [www.wrisc.org.au](http://www.wrisc.org.au)



Application close on the 19 January 2026  
Interviews are expected to take place on 6 February  
Email applications to [chair@wrisc.org.au](mailto:chair@wrisc.org.au)

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

### What's on offer?

The total remuneration package (TRP) being offered is \$191K.

The TRP consists 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 be available through salary sacrifice
- Monthly Mobile Phone Allowance
- Flexible Working Conditions



**Position:** Chief Executive Officer

**Reports to:** Board of Governance

**FTE/Hours:** 1.0

**Classification:** Salary Position

#### 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 all women and children

#### OUR VALUES

The organisation works from a feminist perspective and values: Innovation, Integrity, Respect and Trust

### ABOUT WRISC

WRISC Family Violence Support Inc. is a not-for-profit organisation predominantly funded 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 outreach services are offered across the Central Highlands region of Victoria including the shires of Ballarat, Hepburn, Moorabool, Pyrenees and Golden Plains. 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 employer and welcomes applications from people of diverse backgrounds who identify as women.

### POSITION CONTEXT

The Chief Executive Officer provides strategic and operational leadership to ensure WRISC delivers high-quality, trauma-informed services for women and children experiencing family violence. Working in partnership with the Board, the CEO drives organisational strategy, culture, and sustainability while maintaining oversight of day-to-day operations. This role requires a balance of visionary leadership and practical management, with a strong focus on organisational change and embedding intersectional feminist principles across governance, practice, and partnerships.

### CORE CAPABILITIES

#### Feminist Leadership

Proficient in applying an intersectional feminist lens to all aspects of governance, culture, organisational management and service delivery. Skilled in championing trauma-informed, culturally safe, and survivor-centred approaches that advance gender equity and social justice.

#### Commitment to Results

Able to think systemically and translate broad goals into achievable actions. Capable of anticipating risks and opportunities, solving problems proactively, and using evidence to drive organisational performance and client outcomes.

### **Business Acumen**

Demonstrates strong capability in governance, strategic leadership, financial management, and organisational operations. Skilled at integrating these areas to ensure sustainability and compliance, balancing strategic priorities with operational realities. Communicates complex issues clearly, makes sound decisions under pressure, and models integrity and ethical leadership.

### **Leading Change**

Expert in guiding complex organisational transformation with integrity and clarity. Embeds WRISC's mission and feminist values, steers cultural change, and implements innovative strategies to achieve long-term sustainability in challenging environments.

### **Motivating and Enabling**

Inspires commitment and accountability while fostering collaboration and continuous improvement. Skilled in building high-performing teams, developing leadership capability, and modelling empathy and integrity in all interactions. Demonstrates the ability to lead a culture of innovation and accountability, ensuring organisational practices are reflective, outcome-focused, and aligned with WRISC's mission and values.

## **KEY ACCOUNTABILITIES**

### **Strategy and Governance**

Leads the development and implementation of WRISC's strategic plan, ensuring alignment with its mission and community needs. Provides the Board with timely advice on emerging risks and opportunities, supports effective governance, and ensures decisions are informed by evidence and stakeholder feedback.

### **Organisational Leadership**

Oversees service delivery and workforce capability, fostering a collaborative, respectful, and feminist-driven culture. Ensures operational plans, budgets, and quality systems align with strategic priorities and maintains accountability for performance and compliance.

### **Financial Stewardship**

Ensures sound financial management, including budgeting, reporting, and audit compliance. Leads efforts to diversify income streams, secure funding, and maintain organisational sustainability while balancing cost-efficiency with service quality and staff wellbeing.

### **Community Engagement and Advocacy**

Represents WRISC at local, state, and national levels, building strong relationships with government, funders, sector partners, and community organisations. Advocates for systemic change aligned with WRISC's mission and ensures communication is ethical, survivor-centred, and culturally safe.

### **Risk and Compliance**

Promotes a proactive risk culture and ensures compliance with all legislative, regulatory, and contractual obligations. Oversees governance frameworks, risk registers, and quality assurance systems to safeguard organisational integrity and client safety.

## **Quality and Innovation**

Drives continuous improvement and evidence-informed practice, ensuring programs are trauma-informed, culturally safe, and outcome-focused. Leads evaluation processes and embeds innovation to respond to changing community needs and sector conditions.

## **Continuous Professional Development**

Demonstrates a commitment to continuous learning and professional growth, actively engaging in sector developments and evidence-informed approaches. Participate in relevant training, conferences, and forums, representing WRISC and encouraging staff to apply new knowledge to practice.

## **QUALIFICATIONS AND EXPERIENCE**

- Postgraduate qualifications in management, human services, social work, or a related field (or equivalent experience).
- Minimum five years' senior leadership experience in community, health, or women's services, including leading organisational change.
- Experience representing organisations at state and national levels and building strategic partnerships.

## **KEY SELECTION CRITERIA**

1. Demonstrated commitment to addressing violence against women and children through an intersectional feminist lens, with experience embedding these principles in organisational culture and practice.
2. Proven ability to lead organisational change and transformation, including workforce capability, cultural alignment, and service redesign in response to evolving needs.
3. Strong governance and risk management expertise, with a track record of building robust compliance and risk frameworks that support effective decision-making.
4. Financial management capability, including budgeting, forecasting, audit compliance, and securing diverse funding streams to ensure sustainability.
5. Exceptional leadership and people management skills, fostering collaboration, accountability, and continuous improvement across teams and senior leadership.
6. Highly developed communication and advocacy skills, with experience engaging diverse stakeholders, influencing policy, and representing organisations at state and national levels.

## **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:

Element	Key Activity	Frequency
<b>Work Environment</b>	Manage demanding and changing workloads and competing priorities.	Daily
	Work in a team environment.	Daily
	Management of self and leading others to maintain resilience regarding the emotional demands of the role.	Daily
	Attend and represent WRISC at community events, including nights and weekends when required.	Regularly
	Work in different geographical and office locations, including working from home, and other settings (eg schools).	Occasionally
	Work in unstructured environments (eg home visit).	Occasionally
	Work office hours with the possibility of extended hours.	Regularly
	Work in an open plan or shared office space.	Regularly
	Sit at a computer or in meetings for extended periods.	Daily
	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.	Regularly
	Interact with clients and members of the public who could display verbal or physically challenging behaviour.	Regularly
	Interact with clients, staff and members of the public from diverse cultures, languages, sexualities, and disabilities.	Daily
	Support and participate with clients in recreational activities (eg, camping, gardening).	Rare
	Participate in team development/building activities.	Occasionally
	Fluorescent lighting.	Regularly
<b>Manual Handling</b>	Undertake minimal manual handling such as lifting of equipment which would be of varying weight and size (eg, child car seats, books and resources).	Occasionally
<b>Administrative tasks</b>	Computer work, filing, writing reports, case notes/plans and client records, participate in meetings, concentrating for long periods of time, managing resources and budgets and researching and analysing information and data.	Daily
<b>Technology</b>	Use technology including photocopier, telephones, mobiles, fax, laptop, projectors, televisions, video, electronic whiteboards, security and duress alarm systems.	Daily
<b>Transport</b>	Drive vehicles possibly over long distances and in all traffic and weather conditions.	Occasionally
	Use public transport including trains, buses, trams and taxis.	Occasionally

WRISC Family Violence Support Inc. employs only women as permitted under S.28 of the Equal Opportunity Act 2010.

Full name:

Signature: Date:

## How to Apply

Please send your application to Lisa Tricarico, Chair WRISC Family Violence Support to [chair@wrisc.org.au](mailto: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 **9.00am Monday 19 January 2026.**

Applicants shortlisted for interview will be advised, and first round interviews will take place on **Friday 6<sup>th</sup> February 2026**, in Ballarat.

The selection panel for first round interviews will likely consist of 4 Board representatives. A second round process, for candidates who progress, will involve a presentation to the full Board. Preferred applicants will be required to provide the names of up to three professional referees, and complete required pre-employment screening, prior to any offers being made.

If you have additional questions about the recruitment process or the position, please contact Lisa Tricarico (Board Chair) 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:

<b>Title:</b>	<b>Surname:</b>	<b>Given Name:</b>
<b>Address:</b>		<b>Post Code:</b>
<b>Home Ph:</b>	<b>Work Ph:</b>	<b>Mobile Ph:</b>
<b>Email:</b>		

**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'**

**Lisa Tricarico, Chair WRISC**  
chair@wrisc.org.au

**By Post: Lisa Tricarico, 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