



EDMUND RICE CENTRE WA

Application for the position of CHIEF EXECUTIVE OFFICER

About Us

The Edmund Rice Centre WA was established in 1998 to provide essential settlement services and community education activities in Perth's northern suburbs. The Centre was created to promote the spirit and values of Edmund Rice, who, in 18th century Ireland, sought to respond to the needs of disadvantaged people through providing access to education and learning. Two centuries later, this goal remains the primary objective of all services established under the Edmund Rice name throughout the world. The Centre assists people from refugee and migrant backgrounds, as well as Aboriginal and Torres Strait Islander people. Our services have expanded throughout the metropolitan area of Perth with a particular emphasis on young people and youth leadership as a way of ensuring a positive future for all. We have an excellent reputation for offering "grassroots" services that help address unmet needs in the community.

The Role

The CEO of the Edmund Rice Centre WA manages the overall operations and resources of the Centre, acting as the main point of communication for the Board of Management and being the public face of the organisation.

- (a) To be accountable for the leadership and management of people and programs of the Centre.
- (b) To oversee the development and implementation of policy and procedures in consultation with the Board of Management, program evaluation, and professional and formational development of staff.
- (c) To oversee the volunteer workforce which is managed on a day to day basis by the Deputy.
- (d) To advocate where necessary and provide advice and welfare referral to people seeking assistance which includes public education activities regarding social justice issues.

- (e) To promote and manage the relationship with Edmund Rice Ministries Oceania (ERMO) in relation to any MOU's and the implementation of contracted service.

Selection Criteria

Three core essential requirements for leadership centre on having clear vision and values, demonstrated knowledge and understanding and well defined social and interpersonal skills.

With these basic attributes the applicant should address the following criteria:

- the ability to work within and promote the vision, mission and values of Edmund Rice Centre WA.
- experience of managing staff and other resources. The ability to lead and manage a team of staff, volunteers and partners.
- experience managing programs in particular with migrant/humanitarian groups and Aboriginal and Torres Strait Islander People.
- effective experience in grant writing and sourcing funds from Government and philanthropic organisations.
- interpersonal and communication skills including IT skills
- leadership experience in design and delivery of training, strategic and operational planning and reporting to Board and legal entities
- capacity to work with individuals and organisations across different contexts and cultures

The position is a full-time position commencing July 2019 with an initial contract of 3 years and a probationary period of 3 months.

More information on the position, a copy of the application process and information sheet, position description and an application form are available on the Edmund Rice Centre WA website: www.ercwa.org.au or request a package by email to: info@ercwa.org.au

For further questions about the position call
Mr Stephen Bowman at ERCWA on 08 94400625
Applications should be marked confidential and addressed to:

The Board Chair,
EDMUND RICE CENTRE WA
PO Box 613, Mirrabooka, W.A. 6941
OR
chairperson@ercwa.org.au

Applications will close 5pm Friday 26th April 2019.