

Position Title	National Chief Executive Officer
Location/Branch	Grow National Office
Reports to	Grow Board of Directors
Direct Reports	Branch Managers, Chief Finance Officer, National Networking & Communications Manager, National Program Manager, Operations and Systems Manager
Primary purpose of position	<ul style="list-style-type: none"> <li>• Provide executive leadership and operational management.</li> <li>• Establish and maintain effective working relationships with the Board and Board Committees in their governance of Grow.</li> <li>• Manage Grow resources to deliver the business strategy and plans in a timely and effective manner.</li> <li>• Establish and maintain positive and effective relations with key stakeholders.</li> </ul>
Teams	Grow Board and subcommittees; Executive Leadership Team

## About Grow

GROW is recognised as a pioneering, pre-eminent and world leading mental health peer to peer support organisation. Founded in 1957 by people with lived experience of mental illness, the early GROW participants found that fellowship, shared humanity, mutual support and social cohesion were highly successful in helping them and their like-minded community on their pathways to recovery.

The GROW Program therefore was designed, developed and delivered by people with lived experience – that was the case then and more than 66 years later it remains the case today.

GROW also has grown and expanded into other ways of delivering peer support to different target groups, always based on the GROW philosophy and the wisdoms generated from among tens of thousands of participants over almost seven decades.

We are proud to be a community of excellence, delivering our highly valued evidence-based programs in lived experience engagement, mutual help and peer support.

Grow is a Public Company Limited by Guarantee. It is registered under the Corporations Act 2001 as well as the Australian Charities and Not-for-profits Commission (ACNC).

## Vision

GROW is widely recognised as the premier provider of intentional peer to peer support to promote hope, mutual help and recovery for good mental health for people throughout Australia.

## Mission

We enable people and communities to grow, recover and maintain good mental health.

## Our Values

Personal responsibility, personal value, mutual help, friendship and community.

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**Chief Executive Officer's core purpose:**

The Chief Executive Officer reports to the Board. In partnership with the Board, the CEO is responsible for the long-term sustainability and success of Grow. Together, the Board and CEO assure the company's relevance and impact, the accomplishment of the mission, vision and values, and the accountability to its diverse range of stakeholders including its members, those in the community sector and governments as well as other key stakeholders. The Board delegates responsibility for leadership and day-to-day management and operations to the CEO who has the authority to carry out these responsibilities, in accordance with the direction and policies established by the Board. The CEO provides strategic direction and reporting, enabling the Board to carry out its governance functions and constitutional obligations.

The CEO is accountable for the oversight and leadership of strategy, people and culture, finance, risk, key stakeholder and strategic relationships networking, business development and growth, achievement of annual financial performance and business plan, marketing, media and public relations, day-to-day operations and allocating the financial and other resources to the organisation's priorities as agreed by the Board.

## Responsibilities

### Leadership & Governance:

- Protect and enhance the image and reputation of the organisation to position Grow as a provider of programs that support people across Australia with mental health and related issues to flourish
- Ensure ongoing program excellence, rigorous program development, implementation and evaluation, and contribution to the lived experience using evidence-based practices
- Oversee the smooth day-to-day operations of Grow including administration, systems, resource allocation and processes
- Develop and recommend annual business plans including key performance indicators to the Board to achieve the strategic goals
- Oversee the fiscal management of the organisation ensuring that budgets are set, adhered to and corrective actions taken if and when required
- Ensure compliance with legal and regulatory obligations and identify and respond to key risks in accordance with the Board approved risk framework
- Actively engage members, Board Directors, advisory committees, partnering organisations, funders and other key stakeholders
- Develop, maintain, and support strong relationships with Directors; serve as ex-officio on the Board; seek and build Board involvement with setting the strategic direction and monitoring progress
- Lead, coach, develop, and retain staff and volunteers to build a high performing team that functions effectively at all levels of the organisation
- Ensure systems are developed, used and updated to track operational progress and resource allocation optimally
- Appropriately evaluate programs utilising best practice methodology for regular reporting to the Board and key stakeholders.

### Fundraising & Communications:

- Actively explore and lead revenue generating and fundraising activities to support existing program operations and continued expansion

- Continually improve all aspects of communications to enhance brand and profile, communicate outcomes and impact and build a strong professional reputation
- Effectively use external presence and relationships to garner new opportunities.

## **Business Development and Growth:**

- Maintain oversight of strategic business planning processes for expansion into new markets and new channels, including developing implementation plans and managing execution
- Build partnerships in new markets, establishing relationships with funders, and political and community leaders to achieve business outcomes
- Strategically build organisational profile and communicate outcomes and impact to all stakeholders
- Provide advocacy and consultancy to elevate contributions and relevancy of people with lived experience of mental health problems.

## **Attributes**

The CEO is committed to the organisation's vision and values and has proven success in leadership and relationship management experience. Relevant experience in senior management in the non-government sector is highly desirable. Relevant tertiary qualifications are desirable.

## **Specific requirements include:**

1. Unwavering commitment to inclusiveness, participation and respect for people with lived experience in the development, delivery and evaluation of programs and initiatives
2. Sound understanding of the mental health sector with working knowledge of the not-for-profit sector at senior levels
3. Strong people leadership including experience in developing a positive organisational culture with the ability to coach staff, manage, and develop a high-performing and empowered team
4. Sound business acumen with knowledge and depth of experience of governance, compliance, finance, fundraising, risk, legal, media and public relations and business operations
5. Past success working with a Board of Directors with experience in Board and committee reporting and presentations
6. Extensive experience in complex and strategic, multi-stakeholder relationship management and partnering at a senior executive level with highly developed influencing and negotiating skills both internally and externally
7. Strong written and verbal communication skills; a persuasive and passionate communicator with excellent interpersonal skills
8. Demonstrated experience identifying opportunities for change including through thought leadership and successful advocacy
9. Integrity, positive attitude, mission-driven, and self-directed
10. High standard of computer literacy

## **Specific working conditions**

Travel within Australia is a requirement of this position.

## **Additional mandatory requirements**

- Current Driver's License.

# POSITION DESCRIPTION

- Evidence of Australian citizenship or current working visa.

## EMPLOYEE DECLARATION

I have read and understand that the statements are a description of the functions assigned my position.

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<b>Applicant/ Employee Name</b>	<b>Signature</b>	<b>Date</b>

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