

Position Description - Functional Reporting Director – Organisational Reputation

Role:	Functional Reporting Director – Organisational Reputation
Reports to:	President of the Board
Location:	Rockdale, Sydney, New South Wales

Company overview:

The NSW State Emergency Service Volunteers Association is a not-for-profit registered charity that was established in 1998 to represent and support the volunteer members of the NSW State Emergency Service.

The Volunteers Association has deductible gift recipient status for the operation of its welfare fund and is fully self-funded through gifts, donations, bequeaths and the operation of raffles.

Fundraising activities are outsourced.

Funds raised through these activities are used to directly support the members of the Association through the welfare fund, the provision of scholarships, grants programs and a biennial conference.

The Association's office is located in the Sydney suburb of Rockdale where a handful of staff and contractors support and provide services to the volunteers of the NSW State Emergency Service.

In addition the Volunteers Association enables the sale of branded merchandise to members and supporters.

Annual turnover:	\$6 million
Other information:	http://www.acnc.gov.au/RN52B75Q?ID=49AEC9F4-22C2-4C1A-BD00-1B7E75282E7D&noleft=1

Current board	
President	Charlie Moir
Vice President	Vacant
Secretary	Andrew Edwards
Functional Directors	Neville O'Malley (Organisational Growth) Vacant (Organisational Reputation) Patricia Orchard (Organisational Values & Governance) Vacant (Member Recognition) Vacant (Organisational Performance)
Executive Director	Andrew Edwards

The role

The Functional Reporting Director – Organisational Reputation will lead and implement the Enhanced Reputation objective of the Volunteers Association Strategic Plan which aims to grow the positive acknowledge of the organisation. This will be achieve through implementation of an effective communication program, raising awareness of the Volunteers Association in the community by operating with ethics in accordance with our values.

The Functional Reporting Director will work in partnership with the other functional directors to coordinate the use of resources (financial and labour) to achieve the strategies identified in the plan.

Competencies

Industry knowledge including an understanding of the operation of the NSW State Emergency Service and the role of volunteers in emergency services, specifically the issues around safety, recognition, training, dedication and time.

Knowledge of a directors responsibilities including legal, ethical, fiduciary and finance.

Strategic expertise with the ability to review, contribute, develop, lead and deliver the Volunteers Association Strategic Plan.

Accounting, finance and business acumen including the ability to read, understand and contribute to financial discussion and business decisions across all areas of the Volunteers Association.

An understanding of the legal framework in which the Volunteers Association operates including corporations, charity, taxation and fundraising.

Experience in managing risks relevant to the Volunteers Association.

The ability to lead a change program across the Volunteers Association including experience in communicating clear messages to multiple stakeholders using a variety of channels.

Demonstrates the Volunteers Association values of Trust, Accountability, Respect, Professionalism and Integrity and Safety and Service and ability to acts in accordance with the Code of Conduct

Remuneration and Benefits

Annual Renummerating	Nil
Travel and other expenses	As per travel policy
Other	Out of pocket expenses