



Position Description – Chief Executive Officer	
About us	Dharma Care (DCI) is an Australian charity dedicated to creating generational change in regional communities in Australia and overseas. We do this by connecting people who care with people in need, collaborating widely, and providing the resources that allow the destitute and disadvantaged to pursue their full potential.
Role overview	<p>This is a diverse, challenging, and exciting role. The position is designed to serve your talents, interests and passions. We are giving you the opportunity to align your work with your nature and your preferred lifestyle, whilst living in one of the most beautiful parts of Australia.</p> <p>The position requires a mix of community networking, social enterprise, financial, team leadership, and communication skills.</p> <p>Initially, the position could be filled on a part-time or full-time basis depending on the needs of both parties but it is envisaged that, subject to economic conditions, the position will evolve into a full-time role within a 2-year period. This Position Description describes the qualities of an ideal candidate. However, if you have some of the skills and experience that we list, but have a passion to grow into this role, we would also like to hear from you.</p>
Location	<p>DCI is located near the small village of Stokers Siding in picturesque Northern New South Wales, Australia. It has a sub-tropical climate and is a very popular tourist destination due to its proximity to mountains, beaches, and national parks.</p> <p>DCI currently operates from spacious, well-appointed, offices in the home of the current CEO.</p> <p>DCI has a flexible approach to work hours and days. Currently, the main DCI management team at Stokers Siding work partly from home, and partly at the office (at least one or two days per week) – the latter to enjoy each other’s company and to ensure effective coordination and communication.</p> <p>For the above reasons, ideally the successful applicant will live in the Northern Rivers region, be willing to move into the area, or be willing to travel regularly to both Sine Cera and Stokers Siding.</p> <p>Any overseas applicants who are not Australian residents will need to check their ability to apply for the appropriate immigration permits from the Australian government.</p>
Relocation	DCI is not in a position to contribute to relocation expenses.
Recruitment timetable & process	<p>Fri 1 March - applications close</p> <p>By Mon 29 March – CEO appointment</p> <p>Recruitment assessment will be by review of applications, shortlisting, and applicant interviews.</p>
Responsibilities	<p>Board Reporting & Advice</p> <ul style="list-style-type: none"> • Provide monthly Management Reports to the Board plus other reports as required • Undertake research and provide advice to the Board and Board sub-committees as required • Attend Board Meetings

Statutory Obligations

- Oversee adherence to regulatory requirements such as:
 - Meet statutory reporting deadlines
 - Maintain statutory records e.g. Board Appointments, Membership Lists
 - Maintain Donations Account and provide DGR Receipts for donations
 - Maintain other statutory obligations e. g. OHS, Non-discrimination
 - Prepare annual statement for Australian Charities and Not-for-profit Commission (ACNC)
 - Prepare annual report to New South Wales Fair Trading
 - Prepare annual reports for State fundraising authorities
 - Prepare, distribute and implement documents & processes for DCI General Meetings (including the AGM)

Strategic Planning & Risk Management

- Contribute to & implement the DCI Strategic Plan
- Contribute to & implement the Risk Management Plan
- Escalate mission critical issues to the Board

Identifying & Implementing Growth Opportunities

- Experience in identifying and developing opportunities to grow both DCI's charitable activities and its social enterprise revenues.
- Experience in enterprise, project, and event planning

Operations Management

- Oversee all operational aspects of DCI
- Manage Sine Cera Rainforest Retreat & liaise regularly with Sine Cera on-site team including through regular visits
- Maintain a collaborative approach to management
- Maintain the harmonious culture that is based on DCI's values and the values of Susila Budhi Dharma
- Maintain & implement tasks in the Operations Manual
- Develop and comply with DCI Policies and Procedures particularly in relation to Privacy and Work Health and Safety.

Financial Management

- Draft annual budgets & cashflows
- Monitor & control DCI's financial affairs to achieve financial targets
- Seek Board approval for expenditures according to DCI's Financial Management Policy
- Oversee monthly reconciled income & expenditure statements & cashflow projections
- Supervise preparation of quarterly Goods and Services Tax (GST) activity statements, annual accounts and annual audit
- Immediately alert Board to any financial risks

Marketing & Fundraising

- Oversee and assist in implementing the annual Marketing & Fundraising Plan that includes managing social media, marketing consultants & website developers
- Deliver high-quality written & oral communications to key stakeholders.

	<p>Project Management</p> <ul style="list-style-type: none"> • Undertake due diligence processes on charitable funding applications • Manage communication with charities & project managers • Deliver project reports to the DCI Board & DCI Members <p>Human Resources</p> <ul style="list-style-type: none"> • Develop & maintain DCI's HR Plan • Recruit, appoint & supervise volunteers • Recruit, appoint & supervise contractors • Conduct induction programs for new appointees • Communicate DCI Policies & Procedures to staff • Conduct or supervise staff training • Supervise administrative staff <p>Administration</p> <ul style="list-style-type: none"> • Oversee all DCI administrative tasks <p>Community & Corporate Liaison</p> <ul style="list-style-type: none"> • Monitor & research community's charitable needs • Build partnerships with corporate donors and other charities • Promote the activities of DCI in the wider community • Fundraise through public presentations and networking
Remuneration	Hours and salary will be negotiated to best fit the needs of both parties.
Insurance	Proof is required of professional indemnity insurance to perform this role.
Key performance Indicators	<ul style="list-style-type: none"> • Compliance with national and state regulatory authorities • Effective financial management as measured against the approved annual budget • Achievement of goals in DCI's Strategic Plan • Others as identified on an annual basis in consultation with the Board
Training	<ul style="list-style-type: none"> • Orientation, support and feedback will be provided by the current CEO during the first two months of the appointment – and thereafter by request.
Employment basis	Contract.
Term	12 months + review with a view to a further 2-year contract.
Qualifications	<ul style="list-style-type: none"> • Tertiary education - university degree or other relevant qualification
Experience	<p>Ideally, at least three years' experience in some or all of the following.</p> <ul style="list-style-type: none"> • A management role in either the charity or business sectors • Strategic planning • Enterprise management • Financial management • Fundraising at a community and corporate level • Charitable activities • Team leadership
Selection Criteria	<ul style="list-style-type: none"> • At least three years of senior management experience • Expertise in an area relevant to DCI activities • Financial management skills and experience • Fundraising skills and experience • Ability to build a harmonious team based on DCI's values and collaborative management style • Effective time management

	<ul style="list-style-type: none"> • A proactive approach to opportunities and tasks • An ability to see the big picture but pay attention to the detail required for quality control • Excellent stakeholder written and oral communication skills. • Knowledge of, or willingness to learn, government regulations relating to charities, fundraising and ATO compliance. • 2 referees from related work experiences.
Online Information	<ul style="list-style-type: none"> • Dharma Care • Sine Cera Rainforest Retreat • https://dharmacare.org.au/we-connect-people-who-care-with-people-in-need/ • https://dharmacare.org.au/wp-content/uploads/DharmaCare_Brand_Blueprint_External_Overview.pdf • https://www.sinecera.org.au/about-us/ • https://www.sinecera.org.au/wp-content/uploads/SineCera_Brand_Blueprint_EXTERNAL.pdf
Further Information	Contact Irwan Wyllie (current CEO) at: info@dharmacare.org.au .