

Chief Executive Officer

ADRA Australia



Location: Wahroonga, Sydney
Applications Close: 31 August 2017

The Opportunity

ADRA Australia seeks applications from qualified and experienced professionals for the role of Chief Executive Officer. This is a rarely available opportunity to lead ADRA Australia to accomplish its Vision, Mission and Values. The successful applicant will be a management professional who loves to make a difference and who will meet the challenges of this diverse role with energy and enthusiasm.

Who is ADRA?

The Adventist Development and Relief Agency (ADRA) is the official humanitarian agency of the Seventh-day Adventist Church. ADRA Australia works as part of the global ADRA network. Through this network, our reach extends into more than 130 countries. We exist to restore relationships so that people thrive in a world not only created but also living in God's image. We work to inspire and collaborate with others to responsibly facilitate transformational development and relief projects overseas and in Australia. ADRA Australia believes that all people were created in the image of God to do amazing things.

The Role

This role involves the oversight and direction of the operations of ADRA Australia Limited giving particular attention to visioning, strategic planning and management. The CEO works with a variety of stakeholders including Board members, departmental directors, conference ADRA directors, ADRA staff and volunteers, peak bodies, ADRA global network, other NGOs and Government authorities to ensure that ADRA is compliant and accomplishing its goals and objectives and in fact, "making a difference". Supported by a dynamic team of over forty employees and volunteers numbering into the thousands, the CEO works to unite the different talents of our stakeholders to craft a strategic plan with creative goals and objectives and then work hard to accomplish them. The role is currently based in Wahroonga, Sydney, but may be reviewed from time to time.

Essential Criteria

- A personal commitment to the Seventh-day Adventist Church and ADRA's mission, vision, values and beliefs
- Relevant tertiary qualifications, such as international development, finance, business or a related discipline
- Leadership skills which already have been proven in a similar role with demonstrated ability in visioning, strategy and management
- At least five years' experience in a similar role
- A passion for social justice and community service delivery with a coherent understanding of the causes and mechanisms which create injustice and poverty
- The ability to work and effectively communicate with a team of professionals in all areas of the Agency including international development, community services, emergency management,

marketing, finance, administration and volunteer management, as well as a variety of stakeholders

- The capacity to coordinate and chair a variety of different meetings
- A desire to personally and corporately promote ADRA's ministry to the Seventh-day Adventist Church constituency and leadership
- The ability to represent ADRA in a variety of public settings
- Experience working in a cross-cultural setting
- The ability to travel and work overseas as needed
- Desirable attributes include
- An ability to advocate and have input into government decision making
- Financial management skills such as strategic budgeting and monitoring
- Law and legal compliance knowledge
- Prior program and/or administrative experience in ADRA or other NGO
- Understanding of NGO's and the global environment within which they operate

Application process

To speak to someone about this position or obtain a copy of the job description, please contact Greg Young, ADRA South Pacific Director on 02 9847 3234 or gyoung@adra.org.au

Applicants should address the essential selection criteria in their application through examples of past experiences and qualifications. Email your application by 31 August 2017 stating how you meet the criteria, along with your resume, three work related referees and local pastor's contact details to Tony Knight, HR Director, Australian Union Conference at tonyknight@adventist.org.au

Important notes

Applicants must be legally entitled to work in Australia at the time of application.

This is a voted position, appointed by the Australian Union Conference Executive Committee every five years (quinquennium) with the next session in 2020. ADRA Australia is a child safe organisation and screens applicants for suitability to work with children, the successful applicant will be required to obtain a police check. Police checks must be conducted for each country in which the individual has lived for 12 months or longer over the last five years, and for the individual's country of citizenship (including dual citizenship holders). Individuals need to provide their consent to a criminal record check and should be informed of the purpose for which the resulting police clearance certificate should be used. ADRA Australia recognises that in limited instances it may prove impossible to obtain a reliable criminal record check. A statutory declaration outlining efforts made to obtain a foreign police check, and disclosing any charges and spent convictions related to child exploitation, may be accepted in lieu. ADRA Australia is an Equal Employment Opportunity (EEO) employer. A copy of relevant policies are available on request. The appointing body reserves the right to fill this position at its discretion.

Applications close 31 August 2017