



## POSITION DESCRIPTION

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Position Title:	Executive Manager
Employment Type:	Permanent - Full time 38 hours per week
Reports To:	Why Warriors Board of Directors
Direct Reports:	Health Coach Mentor, Contractors (Admin, Finance etc)

### Position Purpose:

Why Warriors Org Limited (WWO) is a registered charity that has grown out of relationships with the Yolngu People of Northeast Arnhem Land, NT, Australia. We are a small but innovative organisation with relationships and corporate knowledge going back 45 years.

In recent years the organisation has partnered with Yolngu in developing solutions to restore control over their health, through what has become the Hope for Health Program (HFH).

Hope for Health (HFH) represents a movement of people that has grown out of the founders' histories in the region. The program is a precious opportunity to see real change in what often looks like a sea of illness and hopelessness. In a way HFH is a seed that we are growing in Galiwin'ku (Elcho Island) that has the possibility to produce fruit all over the Top End with Aboriginal Peoples. Not just because the program is getting great results that demonstrate its potential, but also because the people involved, Yolngu and Balanda (mainstream people), are inspired by the hope they see in the movement.

We are looking for someone who would become part of this "community" as a gardener, who can put their heart into practical and collaborative leadership to coordinate and grow something sustainable and amazing.

The Executive Manager will report directly to the Why Warriors' Board of Directors. The Executive Manager is responsible for reporting to and maintaining accountability with the relevant local Indigenous strategic management committees (currently the Hope for Health Steering Committee).

### The Team:

The HFH Program is based in Galiwin'ku (Elcho Island), an Aboriginal Community in the North East Arnhem Land Region of the Northern Territory. This location is geographically remote, for most purposes accessible by aircraft only. The board and other members of the administrative team are located in different locations around Australia including Darwin.

WWO is a purpose-based organisation which honours and values the wisdom found in Yolngu cultural tradition, and also recognises that many Yolngu leaders are devoted practicing

Christians. We respect the Yolngu expression of Law, and faith, and support Yolngu aspirations. Candidates will need to be comfortable with prayer in team meetings, teleconferences, etc, as staff and program participants often pray together. The rewards of this work are profound and cannot be measured in wages alone. The traditions and culture of Yolngu provide an environment that is a privilege to work alongside and we are looking for a special sort of person to honour and contribute to the two-way Yolngu-Balanda ethos and spirit of this work. Yolngu will be involved in the selection process, and cultural awareness, competency and safety are important considerations.

Mentorship and coaching will be available to ensure realistic work planning and cultural introductions. You will be supported by one of the founders who has a part time position to help you navigate and liaise with our community and to develop a working knowledge of the HFH model and our broader methodologies.

### Position Location:

The Executive Manager will be best placed to start their work with us from Darwin. Housing is available on Elcho Island and we would encourage transition to more time on Elcho Island based on experience, personal circumstances and program development. At this stage, regular travel to Elcho Island is expected.

### Key Duties:

#### **Management**

- Manage and coordinate the overall operational and organisational workload, stakeholder relationships, assets and resources.
- Oversee the appropriate management of grants and service contracts.
- Ensure that statutory, regulatory and contractual obligations are met.
- Development, implementation and compliance with all WWO policies and procedures.

#### **Operations**

- Lead the implementation and delivery of the HFH Program.
- Coordinate co-delivery with the Yolngu Steering Committee and clinical and research partners.
- Coordinate event planning for Hope for Health retreats.
- Manage work surges through team building and delegation, including coordination of volunteer network.
- Ensure that the program is delivered in accordance with goals and strategy set by the Board and Yolngu Steering Committee.

#### **Fundraising and Marketing**

- Diversify funding base, attract new funding and maintain relationships with stakeholders.
- Preparation of submissions and acquittals for grant funding.
- Ensure adequate and appropriate marketing and social media strategies are in place.

#### **Supervision, Support and Motivation of Staff**

- Provide leadership and team-building with staff and volunteers.
- Promote teamwork and a spirit of co-operation and support between staff members.
- Monitor wellbeing of staff and ensure appropriate supports are provided including appropriate training and professional development.
- Manage staff recruitment and orientation.

- Enable two-way communication, planning and program development with Balanda (western culture) and Yolngu staff to promote aims of the organisation and two-way learning.
- Manage staff housing and maintenance solutions where required.
- Review and implement risk management and health and safety protocols.
- Oversee management of volunteers, developing a longer-term community of practice amongst the volunteer network, moderating their interaction with staff and community members.

### ***Financial Oversight and Compliance***

- Financial planning and budgeting, monitoring expenditure and managing the budget efficiently and effectively according to program design and grant commitments.
- Maintain accountability and transparency in collaboration with accountant and bookkeeper.
- Ensure regulatory and legislative requirements are adhered to eg Fair Work Australia, Corporations Act etc

### ***Stakeholder Management***

- Develop and maintain effective relationships with relevant Government agencies, clinical partners and researchers, supporters, funders and potential funding sources.
- Manage grant reporting, communication and relationships with funders.
- Oversee communications with external stakeholders.
- Ensure provision of secretariat support and provide reports to the Board (usually every two months).

### ***Reporting, Planning and Application***

- Regular reporting to the Board and Yolngu Steering Committee on implementation of organisational and program strategy.
- Facilitating two-way communication between Board and Yolngu Steering Committee
- Identify and address new potential opportunities and risks, including working regionally with other Yolngu communities in north east Arnhem Land as funding allows.

### **Position Requirements:**

- At least two years business development, staff management and financial management experience, preferably at executive level.
- Program and project management experience including budgets over at least \$300,000.
- Experience in community development and not-for-profit operations.
- Demonstrated experience and comfort with complexity and uncertainty.
- Demonstrated experience and success in fundraising.
- Excellent and demonstrated communication and leadership abilities.
- Ability to engage at a high level with a range of stakeholders and funders.
- Good networking and PR skills, with marketing experience desirable.
- Solid IT skills including Excel and the full Office suite of programs.
- Practical hands-on experience working closely with Indigenous people, especially in Arnhem Land preferred.

### **Personal Attributes and Characteristics:**

- Passion, drive and commitment to working with the Indigenous people of North East Arnhem Land (Yolngu).
- Openness to learn from founders and directors, particularly in regard to working in

- Indigenous communities.
- Interest in supporting Yolngu people in their struggle to transform themselves and their communities.
- Experience with and ability to work in two-way (cross-cultural) team.
- Robust emotional and mental health strategies to manage an independent workload and engage resources to manage and coordinate program delivery.
- A strong team player, with the ability to lead, motivate and engage with employees as peers.
- Health sector experience advantageous. Awareness of (and preferably experience with) low carb healthy fat nutrition strategies.
- Ability to engage positively with both conventional medical and complementary health sectors.
- Able to manage competing priorities with limited resources.
- Self-starter with ability to show initiative and take direction from the board.
- Experience of living in remote locations beneficial.
- Interest in learning about and engaging with Yolngu people, their life, language and their culture would be an asset.
- Willingness and fitness to travel and spend time in community and remote locations is essential.

#### Remuneration:

##### ***Salary and Benefits***

- There is room for flexibility and negotiation around base location, conditions and leave
- Base salary negotiable with potential for progression based on funds generation and performance review
- 9.5% superannuation
- Salary sacrifice benefits up to \$15,899
- Semi furnished housing is available on Elcho Island
- 8 weeks (40 days) paid annual leave
- Relocation support
- Additional benefits including leave without pay provisions or airfare support to place of origin negotiable after 3 month performance review.

##### ***Housing and Office***

Housing and limited office space is available on Galiwin'ku (Elcho Island). In Darwin the incumbent would be responsible their own accommodation. At this time we do not have an office space in Darwin and the Executive Manager would work from home until other arrangements prove more appropriate.

To apply please submit to a covering letter and your CV with the subject line **Executive Manager application** to [jane@whywarriors.org](mailto:jane@whywarriors.org)