



## **POSITION DESCRIPTION: INTERIM CEO (MATERNITY COVER)**

### **ABOUT YOGAHOOD AUSTRALIA**

Yogahood Australia is a not-for-profit yoga service organisation bringing the physical, mental, and emotional benefits of yoga to at-risk and underserved communities in Australia.

### **OUR VISION**

Yogahood Australia's vision is to see more people experience the peace, hope, and empowerment that comes from the practice of yoga.

### **OUR MISSION**

As a not-for-profit set up to serve the wider community, our mission is to provide free yoga classes to at-risk and underserved individuals in Melbourne, Victoria and right across Australia in the future.

### **OUR VALUES**

Sustainable Service, Adaptability, Courage, Commitment, Respect, Community, Openness, Integrity

**Position Title:** CEO

**Reports to:** Board of Directors

**Direct reports:** General Manager

**Location:** The candidate must be based in Victoria, preferably in Melbourne. The team works remotely using Google Workspace, telephone and other digital platforms to undertake their roles.

**Term:** Maternity cover until June 2023, with possibility of extension; 5-8 hours per week

**Salary:** A small monthly stipend may be available

### **Purpose of the role**

An exciting opportunity has opened up for an emerging leader who wishes to propel into a CEO role and lead Yogahood Australia into the future.

The CEO leads Yogahood Australia to achieve the organisation's vision. With a focus on sustainability, the CEO is accountable to the Yogahood Australia Board of Directors and is responsible for the overall leadership and management of the organisation.

In addition to working directly with the Board, the CEO oversees the internal



functions of the organisation, such as operations, administration, finance and program management, predominantly through delegation and management of volunteers. The CEO will also ensure alignment between vision and purpose, strategy, external relations and internal operations.

Experience with yoga as a teacher or practitioner is preferred, but not required.

### **Core Duties and Responsibilities**

In strategic and operational management, the CEO will:

- Work with the Board and volunteer team to deliver on fundraising, communications, training and program strategies and plans
- Provide leadership, direction and advice in the development of operational and financial plans, including review and evaluation for ongoing success and effective management of change and growth
- Maintain the organisation's operational policies and procedures and ensure compliance
- Ensure that the Board is fully informed on the functioning of Yogahood Australia, including proactively advising the Board of risks to the organisation

In financial and resource management, the CEO will:

- Work with the Treasurer to develop and maintain sound financial practices and policies
- Work with the Board to prepare the annual budget and prudently manage Yogahood Australia's financial resources within budget allocations
- Work with the Board to develop Yogahood Australia's financial resources and fundraising targets, to ensure long-term sustainability and growth

In relations with team members and volunteers, the CEO will:

- Develop, model and maintain a collaborative organisational culture that aligns with the mission and values of Yogahood Australia to attract, reward and retain skilled team members and volunteers and that puts people at the heart of what we do
- Ensure the growth of all team members within their roles through effective learning opportunities
- Effectively manage and support the performance of direct reports and growth of the team and organisation as a whole

In advocacy and communications, the CEO will:

- Be the key spokesperson for the organisation with all internal and external stakeholders to build the reach and reputation of the organisation
- Pursue and build collaborative partnerships with relevant healthcare providers, community organisations, government departments and other stakeholders



- Ensure that the organisation's brand and reputation aligns with its mission and values in all external communications

## KEY SELECTION CRITERIA

### Qualifications

- Degree qualified

### Experience and Skills

- Demonstrated knowledge of and experience with the community sector with a particular passion community health outcomes and yoga service
- Experience in maintaining networks and developing partnerships
- Experience in managing volunteers/staff
- Proven experience in working with senior management / Board members
- Financial management skills
- Ability to communicate with a diverse range of stakeholders
- Negotiation, facilitation and networking skills
- Strong administrative management skills
- Ability to work independently to tight deadlines and strong time management skills

## PERSONAL ATTRIBUTES AND CAPABILITIES

### Ethical

- Has integrity and principles
- Upholds acceptable organisational culture and behaviour
- Exercises good judgement

### Self-Disciplined

- Highly self-motivated with the capacity to work autonomously and remotely
- Set tasks and areas of responsibility
- Sound time management skills

### Collaborative

- Works with others to achieve common goals
- Engenders a spirit of teamwork
- Inspires trust

### Organised

- Manages own time to achieve key outcomes
- Manages competing demands



### **Innovative**

- Finds ways to work better and smarter
- Generates options and ideas
- Implements improvements, processes and options

### **Determined**

- Researches options and sets a clear path
- Deals with obstacles and impediments
- Has clear goals

### **Analytical**

- Reviews arguments and opinions before making judgment
- Presents clear and logical arguments
- Takes a systematic approach when building toward improvements

### **Resilient**

- Recovers from setbacks
- Overcomes obstacles and impediments
- Learns from experience and identifies areas for self-development

### **Professional**

- Prioritises work; delegates appropriately demonstrating an understanding of organisational, team and individual priorities and capacities and ensures that key requirements are met
- Accountable for outcomes and delegates to achieve outcomes
- Professionally represents the organisation while upholding and building its reputation

### **Supportive**

- Encourages others to attain and achieve goals
- Listens actively and inspires confidence

### **Flexible**

- Adapts to changing circumstances
- Prioritises work and addresses what is most important

## **APPLY**

Please send your CV / LinkedIn profile and a cover letter to Joseph Antony at [chair@yogahood.org.au](mailto:chair@yogahood.org.au) and Lisa Sargent at [sargent.lisajayne@gmail.com](mailto:sargent.lisajayne@gmail.com)