



**Gadigal Information Service
Aboriginal Corporation**

**Chief Executive Officer (CEO)
Not-for-Profit Indigenous Led Organisation**

THE ROLE

The CEO role at Gadigal Information Service ('GIS') is a unique and important leadership position within the prominent Indigenous community of Redfern, Sydney. For decades, the Redfern Indigenous community has been, and continues to be at the forefront of the movement towards Indigenous rights and self-determination. For over twenty years, GIS has been at the heart of this thriving community. This is an opportunity for the right person to drive organisational growth within a thriving Indigenous media and arts organisation.

The role involves leading the strategic development, growth transition, advocacy, revenue-raising and service delivery of GIS. The role will be filled by a passionate, driven and discerning person to grow GIS. We offer a contract position with flexible, negotiable conditions. GIS seeks to appoint a new CEO, to lead the organisation in its next phase of development. The CEO will tap strategic opportunities for the organisation as it navigates a changed funding landscape and transitions to a new business model with more diversified and self-generated income.

ABOUT GADIGAL INFORMATION SERVICE

GIS was established in 1993 and is an Aboriginal and Torres Strait Islander owned and operated arts/media organisation servicing greater Sydney. GIS obtained its full-time broadcast license, Koori Radio 93.7FM 2LND in 2001 and provides a range of broadcasts and cultural services including a 24-hour radio station and an arts program for the Sydney Aboriginal community. GIS utilises radio, community events and the arts to engage and inform on the issues and concerns affecting Aboriginal and Torres Strait Islander and other marginalised people living in Sydney. GIS is the only Indigenous Radio Station in NSW.

THE PERSON

- The successful candidate will have:
- The capacity to effectively represent, promote and advocate for the organisation and its vision.
- A deep understanding and commitment to Aboriginal and Torres Strait Islander issues.
- The ability to lead business development utilising proven entrepreneurial, fundraising and income generating capabilities.
- Prior experience in Aboriginal and Torres Strait Islander media and/or arts organisations.
- Excellent strategic, operational and financial management skills and track record.
- A commitment to corporate governance codes and principles.

KEY RESPONSIBILITIES

- The CEO provides leadership and overall management of Gadigal Information Services, and will:
- Work closely with the GIS Board of Directors to articulate and implement a clear vision.
- Work closely and effectively with staff to develop ambitious, achievable strategies and programs to implement the overarching vision.
- Oversee the day-to-day management of GIS, including discreet projects and events.
- Work with the Board to maintain the standard of GIS's corporate governance.
- Deliver effective reporting, governance and risk management activities to the Board, funders, stakeholders, statutory agencies and others as required.
- Engage with the local community, work with community groups and prepare reports.
- Lead effective advocacy across government, business and community.
- Lead business and financial development to grow diverse income streams, from governments and philanthropy, sponsorship, donations and, and self-generated revenues.
- Develop beneficial and reciprocal partnerships with a wide variety of stakeholders.

- Oversee timely and cost-effective delivery of all operational programs and services, developing and monitoring budgets, and ensuring sound financial practices and reporting.
- Plan, monitor and execute GIS strategy to deliver GIS's radio, events and arts development plans as agreed by the Board of Directors.
- Provide high quality human resource management, and build collaborative staff and stakeholder teams and relationships and solid sector engagement.
- Report directly to the Board.

SELECTION CRITERIA

- This is an Aboriginal and/or Torres Strait Islander identified position.
- Prior experience in Aboriginal and Torres Strait Islander media or arts organisations.
- High level strategic and organisational leadership skills with a proven capacity to implement successful strategies delivering benefit to diverse stakeholders.
- Proven abilities in leading and managing the program delivery, operations, finance and governance of a similar organisation.
- Be familiar with Aboriginal Community engagement, working with community groups and preparing reports.
- A successful track record in identifying and securing philanthropic support, government grant funding, and sponsorship in a not for profit environment.
- Knowledge and understanding of the Australian music industry and music-education sector.
- Skills and experience in lobbying and advocacy and network development, at all levels of government, business and in the community.
- Excellent communication, liaison and negotiation skills, and solid background in building enduring partnerships and relationships.
- If you are successful for this role, when would you be available to commence in this role?

EXPERIENCE & QUALIFICATIONS

- Be a seasoned leader, with a strong track record of leading successful teams.
- Be a strong negotiator, with experience influencing and liaising with government and philanthropic stakeholders.
- Be familiar with Aboriginal Community engagement, working with community groups and preparing reports.
- Have demonstrated organisational, business and administrative capabilities with particular emphasis on strategic and forward planning, problem solving and time management.
- Be self-motivated, with the ability to lead by example and create and drive a high performing team environment.
- Hold relevant tertiary qualifications in Business Management, Business Administration, or at least 5 years' relevant industry experience.
- Operate in an ethical and values-based manner.
- Be computer literate and hold a current driver's license.

The experience, skills and qualifications outlined above are desired ideals for the occupant, however are absolutely not essential (unless otherwise stated).

TO APPLY

- 1 A covering letter (1 page)
- 2 A separate attachment outlining your experience against the selection criteria (no longer than 2 pages), and
- 3 A current resume, including the names and contact numbers of three professional referees (no longer than 4 pages).

To apply or for enquiries please contact:

ceo@gadigal.org.au

**Applications will close on:
23rd of November 2017**