

EXECUTIVE DIRECTOR POSITION DESCRIPTION – CREATIVITY AUSTRALIA

Position	Executive Director
Purpose	<p>This exciting role offers the opportunity to take this innovative social inclusion charity and social franchise to the next level of its national development. The successful candidate will lead the small team, contractors and volunteers and report directly to the Board.</p> <p>The key tasks are to further develop and deliver the strategy, raise sufficient funds to develop and sustain the organisation, lead the staff to implement the strategy, manage the organisation to comply with all required legislation and ensure resources are directed to achieving the mission.</p> <p>You will have previous experience running successful enterprises and raising funds from a strong network you have personally developed and will be able to develop further. You will be a highly organised self-starter who is able to take ownership of the role and drive significant growth in a cost efficient manner.</p>
Reports to:	Creativity Australia Board
Location:	Creativity Australia Office, 1/10 Dorcas St South Melbourne

WHAT WE DO

Creativity Australia (www.creativityaustralia.org.au) is a national charity whose mission is to inspire people to find their voice and build a healthier, happier and more inclusive Australia! Our *With One Voice* social inclusion programs build and strengthen communities using song to break down the barriers between people.

Every week, the *With One Voice* programs inspire people from more than 40 nationalities, aged 9 to 90, to sing side-by-side. Age, race, language, religion, disability and disadvantage fade away. Everyone is welcome.

WHY WE DO IT

Loneliness, and the depression which accompanies it, is the global epidemic of our era. We bridge the gap between people experiencing disadvantage and those more fortunate through the neuro-scientific benefits of community singing. We build supportive networks that help people connect to brighter futures. Together, we can change the world... one voice at a time.

For some, choir is a way to de-stress after work. For others, it's a first glimpse into Australian life after arriving here as a migrant, asylum seeker or refugee. For others, it's an opportunity to connect to networks, skills and employment. It's all about joy, freedom and inspiration.

When diverse voices sing together, people can more easily connect to whatever they need in life... friends, mentors, wellbeing, new skills, self-esteem, employment and more.

Creativity Australia believes unleashing a community's collective creative potential can achieve incredible social and economic outcomes.

Empowered individuals and supportive communities are better placed to solve society's big challenges, such as cross-cultural integration, unemployment, mental illness, low

economic productivity, skills shortages, loneliness and isolation, family fragmentation, homelessness and more.

Neuroscience proves singing connects the neural pathways in the brain differently and releases endorphins, making people healthier, happier, smarter and more creative. From this position, people are more capable of asking for, receiving and giving help.

This is why we're the passionate leaders of a singing movement... to build communities and change the world!

WHERE

Creativity Australia's *With One Voice* program operates in Victoria, New South Wales, ACT and Queensland. The inclusive community choirs unite over 700 people aged 9 to 90, from all faiths and all walks of life: migrants, people with disabilities, job seekers, executives, seniors, students, refugees, asylum seekers and more.

[View member stories](#)

HOW

With One Voice choirs are led by professional conductors and meet weekly, followed by supper. [View choir locations](#). Through the [Wish List](#), participants grant one another wishes big and small: such as free music lessons, language and computer tuition, assistance with resumes, mentors and finding jobs. The choirs help people connect to whatever they need in life: friends, mentors, wellbeing, self-esteem, networks, skills and employment. Over 2500 wishes have been granted so far! Please be inspired by a [short 3 minute video](#)

NATIONAL EXPANSION and SOCIAL FRANCHISE MODEL

Creativity Australia is passionate about nurturing communities across Australia and beyond to sing together in the spirit of joy, wellbeing and inspiration. We are therefore delighted to offer a suite of *With One Voice* "how to" guide videos, resources and mentoring for people looking to start new inclusive community choirs.

We have also commenced a Conductor Development Program and have developed a *With One Voice* Start-up Fund to provide small grants to enable community leaders from around Australia to commence programs and replicate our model.

OUR SOCIAL IMPACT GOAL

Creativity Australia's social impact goal is to help break down the traditional silos of the social welfare sector, building cohesive communities that include and support one another, rather than relying on 'top-down' services. Thus, we mobilise and multiply community change-makers far beyond the capacity of our organisation: diverse people who will pay it forward and help address the deep issues that impact our society.

OUR SUCCESS SO FAR

[Swinburne University research](#) showed 98% of *With One Voice* choir participants experienced less stress, 91% improved social bonds and 66% feel less depressed. [View research](#).

Creativity Australia won the 2016 Melbourne Award for Contribution to Community by a Community Organisation and been named in the Anthill Smart 100 most innovative enterprises for the past 5 years.

THE ROLE

This is a full-time, active, very hands-on and rewarding role that requires determination, tenacity, high emotional intelligence, diplomacy and vision. It is a very diverse, responsible and challenging role that would suit a multi-tasking all-rounder who gets results quickly.

This role will stimulate and reward someone who loves a challenge and is a self-motivated, confident, highly efficient with a positive, hard-working attitude. You will have a minimum of ten years of relevant work experience and demonstrated success in management, leadership, delivery of operational results, fundraising, advocacy and strong networks across the not-for-profit, philanthropic, business and government sectors.

KEY AREAS OF RESPONSIBILITY

1. Developing and evolving the Creativity Australia business model, including identifying and delivering predictable revenue streams including private donors, trusts and foundations, government and corporate partners
2. Developing and maintaining the systems and processes to support the business model, in particular a distributed program delivery model
3. Develop and maintain the partnerships to deliver the *With One Voice* program
4. Transition of some existing programs to the social franchise/community ownership model
5. Raise awareness of, and generate demand for, the *With One Voice* program
6. Ensure membership growth and profitability of *With One Voice* programs
7. Develop the programs for continued professional development of people delivering the *With One Voice* program
8. Manage the staff, conductors and volunteers, KPIs and reporting to deliver the strategic outcomes
9. Ensure the financial sustainability of Creativity Australia, including achieving budget and raising money to fund current and new program development
10. Ensure good governance of the organisation and compliance with all laws, including internal controls and management information systems are in place
11. Maintain and develop quality of database
12. Prepare grant and fund raising submissions
13. Prepare a monthly progress report for the Board
14. Organise and speak at presentations to potential partners and donors
15. Where practical attend *With One Voice* programs
16. Oversee social media and marketing strategy

KEY DELIVERABLES

1. Fundraising for existing and new projects tracking to budget
2. Management of staff to deliver key projects
 - a. Social franchise project, including online platform to deliver *With One Voice* in communities around Australia
 - b. Conductor Development Project
3. Obtain National partnership commitments to implement the distributed model and determine the future viability of Sing for Good

NEXT STEPS

Candidates will outline key points covering their career, successes (particularly in fundraising and development of organisations/enterprises), relevance to the above role criteria, availability and remuneration expectations.

Please send a cover letter outlining these points with your CV to

mandy@creativityaustralia.org.au

Applications will be considered in order of receipt – this position is available now.