

Principle Executive Officer

- Part time Executive role with a Not for Profit employer of choice
- Lead an organisation where the community is at the heart of everything they do
- Located in Prahran, 5kms south of the CBD, free onsite parking

Bring your skills and experience to this great community services organisation where people are paramount and values are an everyday lived experience

Prahran Place is a growing and ambitious not-for-profit organisation and member of Neighbourhood Houses Victoria. Prahran Place offers a range of community activities, workshops, pre-accredited Learn Local courses, NDIS friendly classes and aged care social support. The Centre has an open-door policy and welcomes people of all ages, abilities and walks of life.

As they embark on a leadership change the new Principle Executive Officer (PEO) will be responsible for leading the daily operations of Prahran Place, effectively managing the team of staff, volunteers, participants, and community partners to ensure the efficient and effective delivery of programs.

Reporting to the Prahran Place Board of Directors (BoD), the PEO plays a critical role in driving the organisation's goals and ensuring seamless operations across all facets of Prahran Place. This includes overseeing all operational aspects, stakeholder engagement and development, staff management, financial planning and budgeting.

The successful candidate will have an impressive track record working at the executive level within the not-for-profit community services sector. You will have excellent communication and interpersonal skills, with proficiency in operational excellence, financial management, governance, advocacy, visionary leadership, strategic thinking, and hands-on people management.

You will be a values-driven leader with a passion for social justice and supporting people and communities to reach their full potential, with the commitment to work collaboratively whilst empowering, nurturing, and mentoring your team to operate and deliver within best practice principles in line with the organisations Vision, Purpose and Values.

If you are all of the above and passionate about the successful delivery of an organisation's vision and strategic plan and display a high degree of professionalism, integrity and ethical behaviour then we would like to hear from you. Candidates with demonstrated knowledge or experience of the Neighbourhood Houses sector will be held in high regard.

This is a part time, permanent position, 28 hours per week over 4 or 5 days with flexible working arrangements. An attractive salary and benefits package will be offered to the successful candidate in line with their skills and experience.

To be considered for this opportunity you must meet the above criteria, have Australian Citizenship or Permanent Residency status and currently hold or be willing to obtain the relevant clearances and checks that are essential for this role.

For a confidential discussion and more information contact Mark Williams on 0450 311272, for email enquiries and application submissions please forward in Word format to mark@communityconsultingaustralia.com.au

Final date for applications is Tuesday 7th January 2025, this role may close earlier if a successful candidate is appointed. Please note only shortlisted candidates will be contacted.