

JOB DESCRIPTION

Position Title:	Chief Executive	Date of update:	April 2024
Location:	Waitakere	Approved by:	
Reports to:	Chairman of the Board	Version No.	Draft 3

1. POSITION SUMMARY

The vision of Man Alive Charitable Trust is: **“to build safe and compassionate communities”** and its mission is **“inspiring people to make courageous change to foster healthy attitudes and behaviours.”**

As a leading social and community sector agency, Man Alive provides an ever increasing range of services to men to enable them to engage effectively in society. It operates in an environment of constant change in community needs and issues, and in policy and funding frameworks and is increasingly involved in collaborative work with other agencies.

The CE is the ‘face’ of the organisation and is accountable for working with the Board to develop the strategic direction of the organization and for ensuring achievement of that direction.

The CE will ensure that all aspects of the business are working effectively – including engaging and negotiating with funders and other stakeholders, ensuring effective service delivery and performance, prudent financial management, and sound management and development of staff and contractors.

The CE must be comfortable working in a Te Reo environment and working in a manner consistent with Te Tiriti o Waitangi.

This person will both support the managers and staff in leading and running day-to-day operations, and grow the organisation to take up new opportunities while always protecting the wairua of Man Alive and its core values and viability.

2. QUALIFICATIONS/SKILLS/EXPERIENCE

Must have:

- Over five years senior management experience, including in social service delivery, financial management, negotiations, and staff/contractor management
- Excellent strategic thinking, relationship management and operational delivery skills
- An understanding of Te Reo and commitment to Te Tiriti O Waitangi and experience working with Māori
- An understanding of the role of the Not-For-Profit/Community sector in New Zealand
- Proven successful experience in delivering change management and organisational development, operating within changing environments
- Formal tertiary qualifications in a field relevant to the position i.e. a degree in health or social science

Preferred:

- Experience in leading a Non-for-profit organisation



- A track record in trust and grant fund raising, sponsorship, commercial partnering and negotiation
- Experience and well networked within the social service and NGO sectors
- Understanding of the family violence sector in New Zealand
- Experience in coaching and developing others
- Experience in alliances, partnerships or other collaborative relationships
- Professional Body Membership

3. PERSONAL ATTRIBUTES

The person must have an understanding of and personal alignment with the values and vision of the Man Alive organisation and have the following attributes:

- Strong, well proven relationship management skills and Emotional Intelligence (EQ)
- Excellent written and verbal communication skills
- Proven ability to delegate tasks
- A leadership approach that emphasises team work and staff development
- Proven sound judgement in decision making
- Professional integrity and approach
- Ability and desire to work in a bicultural framework and to work cross culturally
- Positive approach towards change and uncertainty

4. Key Relationships

- Board of Trustees
- Management Team and staff
- Government Agencies and Departments eg: Ministry of Justice; Child, Youth and Family; Community Probation Services
- Iwi and tangata whenua
- Related Community sector agencies and networks, local regional and national
- Business Networks

5. MAIN RESPONSIBILITIES

Accountabilities and Actions	Expected End Result	Measures
<p>Leadership of the Organisation</p> <ul style="list-style-type: none"> • Work with the Board on the preparation of the Strategic Plan and then implement it 	<ul style="list-style-type: none"> • Appropriate, effective, wellbeing services are provided to men, adolescents, boys and their families/whanau • Foster an environment of continuous improvement, high performance and 	<ul style="list-style-type: none"> • Plans implemented • Budgets met • Service KPIs met • Positive feedback (#)

Accountabilities and Actions	Expected End Result	Measures
<ul style="list-style-type: none"> • Develop annual business plan and budgets and implement them • Ensure service is delivered in accordance with the organisation policies and practice standards • Bring governance issues to the Trustees for consideration • Resolve escalated issues or problems • Maintain effective policies and practices • Ensure reporting requirements met • 	<p>a culture of ownership and accountability</p> <ul style="list-style-type: none"> • Man Alive’s strategic plan is implemented in a way that is consistent with its vision and values. • Board is kept informed on progress and its expertise used appropriately to support decision making • There is a clear plan and budget, which all team members understand and are aligned to delivering • Budgets are efficiently and effectively managed 	<ul style="list-style-type: none"> • Complaints (#) • Growth in service usage (%)
<p>Maori and cultural service development</p> <ul style="list-style-type: none"> • Develop culturally robust services aligned to the strategy consistent with funder requirements and Māori kaupapa values • Create bi-cultural models of engagement, support and training across all areas of Man Alive for staff. 	<ul style="list-style-type: none"> • Man Alive’s internal culture and programmes reflect a strong commitment to Te Tiriti and bi-cultural practice in a manner consistent with its 5 year strategy. 	<ul style="list-style-type: none"> • Satisfaction of clients and staff of Māori descent with Man Alive bi-cultural approaches • Recognition of Man Alive as a successful provider of services to Māori
<p>Business and programme Development</p> <ul style="list-style-type: none"> • Manage and develop collaboration with other agencies and related organisations • Maintain an up to date understanding of the social and policy environment within which Man Alive operates • Evaluate and assess opportunities for the organisation to grow and develop new services and revenue streams consistent with the strategic plan • Identify and implement new approaches to Men’s issues emphasising prevention 	<ul style="list-style-type: none"> • The agency develops in a way that ensures it is able to continue delivering effective services, either alone or in partnership with others • The agency develops new revenue streams via social enterprise to ensure its financial sustainability and to reduce dependence on current areas of Government or philanthropic funding • Man Alive advocates for issues such as men’s health, and establishes or supports new initiatives such as men’s sheds 	<ul style="list-style-type: none"> • Growth in service usage (%) • New services introduced to plan (#) • Revenue generation (\$ and growth) • Government /other funding (\$ and growth) • Acknowledged as innovative, responsive organisation

Accountabilities and Actions	Expected End Result	Measures
<ul style="list-style-type: none"> • Manage change within the organisation, especially staff cultural change 		
<p>Relationship Management</p> <ul style="list-style-type: none"> • Establish good relationships with all stakeholders • Represent Man Alive in a professional manner and promotes and models the values of the organisation • Maintain and develop key strategic relationships • Monitor relationship effectiveness 	<ul style="list-style-type: none"> • Act as the primary point of contact building and maintaining strong relationships with all stakeholders • Establish strong working relationships with key media 	<ul style="list-style-type: none"> • Stakeholder satisfaction (#) • Complaints (#) • Growth in service usage (%) • Positive media profile (#)
<p>Manage the Management and Staff Team</p> <ul style="list-style-type: none"> • Provide support for and be a role model for the team • Coach and develop direct reports and support Managers in their delivery of day-to-day operations • Ensure the whole team is engaged in the vision of the organisation • Ensure management team monitors and manages work load appropriately • Ensure effective recruitment processes followed • Ensure all staff and contractors have clear accountabilities and understand their role • Ensure all staff and contractors' performance is reviewed and managed and that development / training needs are identified • Ensure all staff and contractors are provided with appropriate training, supervision, personal development and information on 	<ul style="list-style-type: none"> • Managers are supported and empowered in delivering their day to day accountabilities • Team members understand the Man Alive aspirations and their role in its achievement and are clear about their role and purpose, and accountabilities • Team members understand the high standard of quality and integrity expected by the organisation and meet all required standards • Problems and issues minimised and resolved promptly and non-performance is managed effectively and appropriately • Performance is managed to ensure development and training needs are identified – people have the opportunity to grow and learn and maintain high professional standards and quality service provision • Team members feel valued, acknowledged and up to date with latest research, and are keen and open to recommending improvement ideas and innovations 	<ul style="list-style-type: none"> • Team engagement • Retention/ Turnover (%) • Team satisfaction • Complaints (#) • Personal Grievances or disputes (#) • Positive feedback (#) • Provision of latest research

Accountabilities and Actions	Expected End Result	Measures
the latest research in evidence based practice.		
<p>Ensure Organisation is Compliant</p> <ul style="list-style-type: none"> • Ensure all relevant regulatory and legal requirements are understood and obligations met • Manage and mitigate risks working with the Trustees • Monitor compliance with policy manual and regulatory requirements and bring any governance/risk issues to the Trustees • Undertake any other reasonable duties as and when required by the employer 	<ul style="list-style-type: none"> • Effectively manage staff in a professional manner ensuring Human Resource Laws, policies and processes are followed at all times • Effectively manage the organisation, meeting all reporting and other legal requirements for a Charitable Trust 	<ul style="list-style-type: none"> • Issues or complaints • Employment and OSH requirements met • Charities Act obligations are met

The job description outlined while specific is not exhaustive.

In the course of the employee's employment with Man Alive Charitable Trust. the employee shall carry out all tasks diligently, responsibly and with regard to the best interests of the employer.

The Chief Executive shall be properly familiar with and follow all procedures specified by the Board and the Trust Deed.