

Position Description: Chief Executive Officer

Reports to: Writing NSW Chairperson and Board

KEY RESPONSIBILITIES

Strategic leadership

- Design and implement forward-thinking strategies and programs to ensure the organisation fulfils its mission to support writers and is an influential hub for the writing sector, in consultation with staff, the Board and stakeholders
- Design and implement strategies and programs to ensure the organisation supports and represents the full diversity of the state's writing community including underrepresented voices
- Lead the organisation's team of staff, volunteers and contractors with a focus on developing a collaborative, inclusive and thriving workplace culture
- Oversee the design and implementation of the organisation's programs, in collaboration with other staff and in line with the organisation's mission and financial objectives
- Actively address the changing needs of writers and implement new initiatives to ensure Writing NSW continues to offer an outstanding, distinctive and relevant range of programs and services
- Oversee ongoing development of the organisation's digital platforms and services, embracing new technologies to further this impact and reach
- Build and manage partnerships with key organisations and individuals to support design and delivery of the organisation's programs and assist it in fulfilling its mission
- Play a leadership role in the state's writing community, advocating for the sector, building strong relationships with individual writers and writing organisations and fostering courageous storytelling
- Build and maintain excellent relationships with industry organisations, such as publishers
- Manage the strategic planning calendar and process, produce the organisation's strategic plan for approval by the Board, and review and report on performance against key strategic goals

Membership and constituency

- Build the organisation's membership and constituency, ensuring ongoing support from the state's writers and others in the sector
- Design and implement strategies to support and connect with underrepresented writers
- Advocate for writers and the writing sector through public statements and submissions, and build relationships with other organisations and individuals to strengthen the sector's advocacy
- Oversee the organisation's membership program, including design and implementation of membership strategies and benefits in collaboration with other staff
- Maintain excellent relationships with members and constituents, including through regular communications via the organisation's newsletter, EDMs, public events and annual report
- Oversee handling of complaints from members and other stakeholders
- Ensure regular evaluations of members and other constituents are carried out to inform future programs and strategies

Human resources and people management

- Line management of Program Manager, Membership & Operations Manager, Finance Manager, other staff and contractors as needed
- Design the organisation's staff structure to ensure it has the capacity to fulfil its mission
- Oversee the employment and training of Writing NSW staff, volunteers and contractors
- Ensure the organisation offers a positive, inclusive and safe workplace fostering collaboration
- Ensure effective communications within the team through regular meetings and other means
- Be an effective line manager for staff and contractors who are direct reports
- Ensure all employment arrangements are properly documented in written agreements
- Ensure documentation of processes and procedures to assist with staff relief and succession
- Oversee management of performance issues or complaints from staff or contractors
- Ensure Writing NSW complies with all laws and regulations related to employment

Marketing and communications

- Build the organisation's profile as a leader within the writing community and more broadly
- Ensure the organisation's public communications align with its mission, policies and values, including its commitment to supporting the full diversity of the state's writing community
- Oversee the design and implementation of marketing and communications strategies for the organisation, including identification of new platforms and opportunities
- Oversee development of the website and other platforms to ensure they meet the needs of the organisation and its members and constituents
- Act as the principal spokesperson for the organisation

Financial management and revenue generation

- Oversee financial management to maintain ongoing financial sustainability and ensure the organisation has the capacity to fulfil its mission to support writers and the writing sector
- Manage the grant application and acquittal process, including writing grant applications and acquittals
- Establish and build diversified revenue streams, including from programs, sponsorship and philanthropy, to ensure ongoing sustainability
- Manage relationships with funding bodies and other providers of financial and in-kind support, including sponsors, philanthropists and industry organisations such as publishing houses
- Oversee the annual budget process, for approval by the Board and in line with the strategic objectives of the organisation and its financial and logistical capacity
- Ensure financial accounts and records are kept in accordance with relevant accounting standards and other regulations, and oversee the annual audit
- Act as a signatory to bank accounts, and review and approve financial transactions
- Ensure the Board and its committees are fully informed about the organisation's financial performance, providing regular written and verbal reports and participating in the Board's Finance Committee
- Ensure the organisation meets all regulatory and other obligations related to financial management, including taxation obligations and those related to its DGR status
- Ensure proper fraud prevention measures are in place

Governance

- Ensure the organisation has appropriate governance structures in place and complies with its Constitution and all relevant regulatory requirements
- Maintain an excellent relationship with the organisation's Board, providing regular written and verbal reports covering relevant aspects of the organisation's operations and detailing any organisational risks that may arise
- Compile and circulate the Board papers and attend all meetings of the full Board, as well as sub-committee meetings if required
- Ensure the Board has access to relevant documents and receives the support it needs from staff
- Oversee planning for the Annual General Meeting and election of Directors, ensuring all regulatory and documentary requirements are met
- Ensure the organisation maintains appropriate and up-to-date policies to guide its operations, with appropriate staff training
- Prepare the annual risk management plan for approval by the Board, and ensure emerging risks are reported to the Board in a timely fashion
- Ensure partnership and financial agreements with other organisations or individuals are clearly documented in writing
- Ensure the organisation maintains appropriate records and documents
- Ensure the organisation has appropriate cybersecurity measures in place
- Ensure the organisation has all necessary insurance to cover its operations

Operations and administration

- Ensure the organisation has the resources and procedures necessary to effectively deliver its programs and services
- Oversee the development of operational plans, procedures, policies and budgets to ensure the organisation can deliver its strategic goals
- Ensure operations are designed to protect the safety of the organisation's staff, contractors, volunteers and participants in its programs
- Oversee management of the Writing NSW building, ensuring it provides a safe and welcoming environment for users, managing the relationship with the organisation's landlord, Create NSW, and other stakeholders as required
- Oversee the ongoing development of the organisation's systems and platforms, including its website, CRM and databases
- Ensure maintenance of appropriate statistics and documentation of the organisation's activities
- Undertake other duties as required

Cultural leadership and influence

- Develop and implement strategies to position the organisation as a leader in the literary and cultural landscape
- Promote innovation in the writing community
- Develop and promote initiatives that enrich the literary arts sector
- Represent the organisation at conferences, panels, and other public forums to share insights,



expertise, and best practices, contributing to the broader discourse on literature, culture, and the arts

Innovation and technological advancement

- Identify and evaluate new technologies, tools, and platforms to enhance the organisation's reach, efficiency, and impact on the writing community, while fostering a culture of digital literacy among staff, members, and constituents
- Leverage digital technologies to expand the organisation's geographical reach and cater to a diverse audience

The successful applicant will be required to comply with relevant COVID-19 safety measures which may include vaccination.