HCA Hills Community Aid
Providing Support Since 1969

390 Windsor Road
BAULKHAM HILLS NSW 2153
ABN: 15 602 757 218

Tel : 02 9639 8620
Fax: 02 9686 3100
Email: enq@hca.org.au Web: www.hca.org.au

Executive Officer

- **Baulkham Hills Location**
- **Free off street parking available**

Our Organisation:
Hills Community Aid (HCA) is a leading Community Development Service with a forty year track record, go to www.hca.org.au
We require the services of a motivated professional who will deliver the full potential of the company, its mission and strategic goals.

The Opportunity:
Reporting to the HCA Board of Management, the Executive Officer is responsible for leading and managing a comprehensive array of services and programs. The EO will work closely with program coordinators, staff and volunteers to ensure the delivery of services to clients and local community groups is of the highest quality and to contractual requirements.

As this is a pivotal leadership position, the HCA Board is looking for an individual who is a natural leader, highly ethical and has the capacity to work positively with all stakeholders.

Key Responsibilities:
The EO has responsibility for all aspects of the daily operations including, team management, volunteer support and supervision, program budgets, service promotion, tender writing, quality and reporting.
In addition to focusing on improving the day-to-day operations, you will also lead the management systems and processes that will ensure good governance and the strategic goals of HCA are realised.

You will work collaboratively with all areas of the organisation to develop a culture of excellence in customer service and to create an environment for staff that is rewarding and fulfilling. Your role will also be to grow HCA and to develop strategic business relationships.

The skills, qualities and experience we are looking for?

- Previous experience in a management, coordination or supervisory role ideally within a community based organisation,
- Demonstrated experience and knowledge in managing program budgets and funding agreements,
- Demonstrated high level written and verbal communication skills,
- Demonstrated networking promotional and interpersonal skills,
- Demonstrated capacity to work with stakeholders at all levels
- Demonstrated advanced computer skills,
- Demonstrated experience in writing funding applications,
- Demonstrated policy development expertise,
- Availability to work after business hours on an ad-hoc basis,
- Relevant Tertiary qualifications or currently undertaking a related degree.

This position is full-time and paid at Level 7 under the Social Community, Home Care and Disability Services Award 2010.

To apply for this exciting and challenging role, **please forward a cover letter addressing all our selection criteria** and your resume by COB Friday 20 July 2012 to email address **afrank2153@gmail.com**

You are welcome to call Rob Dicker-Lee or Anna Frank at HCA on 96398620 to discuss this opportunity.

Criminal record checks with the NSW Police, Working with Children checks, prior employment checks are part of HCA"s EEO recruitment policies and procedures. To be considered for this role you must have a legal entitlement to work in Australia and hold a current drivers licence.