

POSITION DESCRIPTION



Executive Officer

Title	Executive Officer, Port Phillip Community Group (PPCG)
Award	Social, Community, Home Care, and Disability Services Industry Award 2010 (SCHCADS) plus superannuation, annual leave loading and LSL entitlement. Access to salary sacrifice.
Classification	SCHCADS Award CDW Level 8 or above Award remuneration.
Employment Details	0.8 FTE - 1.0 FTE negotiable. 7.6-hour day. Some out of hours attendance is required including attendance at board meetings, planning days and community events.
Reports to	Board of Directors, Port Phillip Community Group.
Ordinary location(s)	St Kilda, however in line with the requirements of the role the incumbent may be required to work from or be based at other PPCG sites or service delivery locations.
Probation Period	Appointment is subject to a 6-month probationary period.
Date	March 2026.

ORGANISATION OVERVIEW

Port Phillip Community Group (PPCG) is a provider of welfare and support services, food and material aid, financial counselling, social inclusion, and skills development and pathways to further education and employment primarily in the City of Port Phillip. Operating from four main sites in the City of Port Phillip – St Kilda, East St Kilda and Port Melbourne (two sites), 12 ongoing staff, several sessional staff, and 30+ volunteers work in partnership with an extensive range of agencies including community, education, food, housing, health, legal, and welfare, as well as with all tiers of government, and businesses. Further information is available at: www.ppcg.org.au

PPCG VISION, PURPOSE AND MISSION

Our Vision: *An inclusive community where everyone belongs.*

Our Purpose: *To foster connections and strengthen communities to thrive.*

Our Mission: *To work with community members and promote wellness by providing early intervention services.*

PPCG SERVICES AND ACTIVITIES

Our Service Model incorporates a client centred, open-door policy in collaboration and partnerships based on best practice, government directions and feedback from service users, and communities. Underpinning all PPCG services and initiatives are trauma informed

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awareness and community development approaches. Key services include:

- Information, referral, and support including emergency relief, food and material aid.
- Financial counselling, tax help, utility relief support and no interest loans.
- Community engagement and inclusion through social, recreational and well-being groups.
- Education and skills development and pathways to employment as a Learn Local.
- Advocacy to address and reduce inequity, inequality, social exclusion, and poverty.



PPCG VALUES

Respect	We treat everyone with dignity and fairness.
Inclusivity	We embrace diversity, celebrate different voices and foster participation.
Compassion	We acknowledge everyone’s vulnerability and humanity in a non-judgemental manner.
Innovation	We are flexible, brave, creative and curious.

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The Executive Officer (EO) is responsible for and accountable to the PPCG Board of Directors for implementing the board’s strategic and policy directions, and for the leadership and daily management and operations, of the organisation.

This includes leading and/or supporting all staff and volunteers, key projects, submissions, collaborations, and partnerships; and ensuring efficient and effective corporate supports and service access across all areas of PPCG. The EO directly supervises and supports the following staff:

- Manager Operations (0.8 FTE),
- Coordinator Information, Referral and Support (0.8 FTE),

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- Education & ARCH Neighbourhood House Coordinator (0.8 FTE), and
- Financial Counsellors (1.2 FTE - two persons at 0.6 FTE each).

KEY RELATIONSHIPS/STAKEHOLDERS (INTERNAL AND EXTERNAL)

- PPCG board, staff, volunteers, and PPCG members, supporters and donors.
- Key outsourced corporate support services – onefocus (financial management), Peninsula/Bright HR, and Kahu IT Consultants.
- Our primary and major funder is the City of Port Phillip Council.
- Our key ongoing funders include:
 - Department of Jobs, Skills Industry and Regions, VIC (pre-accredited training - ACFE),
 - Department of Families, Fairness and Housing,
 - Department of Justice, Consumer Affairs VIC (Good Shepherd Australia New Zealand – GSA NZ) and,
 - Department of Social Services, Federal (via Community Information & Support, VIC (Community Information Services, Victoria - CISVic)
- A broad range of generous organisations, businesses and individual supports from:
 - Multiple partners – all tiers of government, community organisations, local rooming houses, and businesses and trades, related to specific projects, grants, material items, goods and food, and one-off funds and donations.
- Peak bodies and entities including CISVic, Financial Counselling Victoria, Neighbourhood Houses Victoria, Port Phillip Stonnington Zero, Uniting Church, VCOSS.
- Brother of St Laurence Disability Services, are current tenants at our St Kilda site.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- Providing advice and governance support to the Board and Board Sub-Committees.
- Implementing the Board's strategic, governance and policy directions and decisions.
- Ensuring PPCG compliance in all legislative, regulatory and audit areas including external contracts, grants and acquittals; for e.g., ACNC, ASIC, DGR, government and commercial compliance (insurance, registrations and funding).
- Strategic awareness, leadership and management of the day-to-day operations of PPCG.
- Implementing and monitoring service delivery, community engagements, operational, financial, HR, employment, OH&S, and business processes as mandated, and with key external contractors.
- Developing and reviewing operational policies and procedures relating to the above.
- Developing and maintaining strategic relationships with key stakeholders including government, funders, service providers, agencies and partners.
- Identifying and pursuing relevant opportunities through submissions, advocacy, collaborations, and networks to extend the funding and resource base of the organisation.
- Enhancing the profile of the organisation in the local and broader community.
- Initiating new collaborations, partnerships and business opportunities to further the purpose, and strategic directions of the organisation.
- Monitoring, responding to and evaluating the impact of the organisations' services and activities for all service users, staff, volunteers and local communities.

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- Developing organisational responses to emerging issues and gaps identified through all tiers of government and communities, informed by research, advocacy, consultation, and the implementation of new programs, services and/or initiatives.

QUALIFICATIONS

Essential	<ul style="list-style-type: none"> • A relevant tertiary qualification in human services or a related field. • Extensive experience in senior management and leadership.
Preferred	<ul style="list-style-type: none"> • Relevant post-graduate qualifications. • Proven 3+ years' experience at an Executive Officer level (or similar) in a Not For Profit and/or Community Service.

KEY SELECTION CRITERIA

MANDATORY	<ol style="list-style-type: none"> 1. Demonstrated understanding of and commitment to, the values of PPCG – <i>respect, inclusivity, compassion and innovation</i>. 2. Understanding of the issues impacting people living on low income, experiencing social disadvantage and/or complex trauma. 3. Knowledge of current local, state, federal government policy directions related to funding and delivery of human services. 4. Experience in working with a board, staff, volunteers, stakeholders, service users, and the ability to undertake the role of Board's Company Secretary. 5. Extensive knowledge and experience in organisation compliance, internal and external contracts, funding and grant reporting/acquittal requirements, for e.g., ACNC, ASIC, DGR, government, commercial, insurance and registrations. 6. Experience and/or ability in managing and/or oversight of organisational requirements including finances, payroll, budgets, reconciliations, policy implementations, human resources, OH&S. 7. Demonstrated management and leadership skills to collaboratively achieve the key objectives of PPCG's Strategic Plan 2025 – 2029. 8. Excellent interpersonal skills with a demonstrated ability to effectively foster and develop strategic collaborations and partnerships internally, and with external stakeholders and partners. 9. Proven ability to initiate, develop, manage and review a diverse range of community based human service programs, ideally with a codesign and community development focus. 10. Highly developed oral and written communication skills to lead and undertake key business activities including submissions and acquittals; and to promote positive organisation outcomes and strategic directions through quality reports, publications and other documents (for e.g., press releases).
DESIRABLE	<ul style="list-style-type: none"> • Knowledge of services in and around the City of Port Phillip and related LGAs and communities. • Valid Victorian Drivers Licence.

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ADDITIONAL NOTES

- All PPCG staff are employed under the *Social, Community, Home Care and Disability Services Industry Award 2010 (SCHCADS)* in conjunction with the National Employment Standards (NES). The NES and the Award are not incorporated into this contract as the employer is already required to provide these terms and conditions to their employee.
- In addition, all employees of PPCG are bound by the properly approved policies and procedures of the organisation, which may be updated and/or varied from time to time.
- Up to date copies of the award, conditions of employment, policies and procedures are available on the shared electronic intranet of PPCG.
- PPCG is committed to providing and maintaining a working environment that is safe and without risk to the health of staff and service users. PPCG is a smoke-free workplace.
- Flexible working hours, staff may negotiate their hours of employment between 8:00am and 6:00pm, based on meeting the operational needs of PPCG and its service users.

Offers of employment are contingent upon:

- A successful reference check (all positions).
- Non-adverse Criminal Record check (all positions).
- Pre-existing injury: a full disclosure of any pre-existing injury (or injuries), illness or other health related issues that may impact the incumbent's ability to perform their role; or that may be affected by employment in this position.
- Fitness for work medical examination (specific positions).
- Holding and maintaining a valid 'Working with Children Check' (all positions).
- Current COVID-19 Vaccination Certificate.
- *Some roles may require candidates to undertake psychometric testing prior to appointment.*

PPCG reserves the right to terminate your employment without notice should you be found to have engaged in serious and/or wilful misconduct.

HOW TO APPLY

Your application should comprise a succinct cover letter addressing the key selection criteria, together with an up-to-date resume, and sent to board@ppcg.org.au using the subject line: **Port Phillip Community Group Executive Officer Application.**

To confidentially discuss this role further, please feel free to call Board Director and Treasurer, Elizabeth Jennings on +61 403 910 616.

Applications will be reviewed as received. This position will remain open until filled.

PPCG is an equal employment opportunity employer and is committed to attracting and retaining a diverse workforce that reflects the community we serve and in line with government policies. Aboriginal and Torres Strait Islander people, migrants, and refugees, and LGBTIQ+ people are supported in applying.