

TGV Chief Executive Officer Position Description

KEY INFORMATION

Role	CEO, TGV
Time	30.4 hours / 4 Days weekly
Location	Melbourne (online and video meetings available)
Remuneration	\$98,800 pro-rata 0.8 EFT
Commitment	Commencing May 2021 , through May 30 2022 . Opportunity for renewal though to May 30 2023 .
Reports to	Executive Director, Chair

Acknowledgement of Country

TGV operates across lands belonging to the Wurundjeri, Boonwurrung, Taungurong, Dja Dja Wurrung, and Wathaurung peoples of the Kulin Nation. Transgender Victoria pays its respects to Elders past, present, and emerging, and acknowledges that sovereignty has never been ceded.

Summary

TGV is Victoria's leading body for trans and gender diverse advocacy. We work to achieve justice, equity and inclusive service provision for trans and gender diverse people, their partners, families and friends. Our growing work in the consultancy space centres on supporting businesses and organisations to better include, support, and provide inclusive services to LGBTIQ+ people with a focus on the trans and gender diverse community.

TGV is currently undergoing a period of rapid growth, and we're looking for a highly motivated and driven applicant to join our team to lead TGV as we take our next steps to expand our work supporting trans and gender diverse people across Victoria and beyond.

We're a dynamic and rapidly growing organisation seeking candidates with a passion for social justice, equality, and improving the lives of trans and gender diverse people.

We encourage applications from candidates with diverse lived experience including but not limited to Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability.

Term

The initial term commences in **January 2021**, through June 30 2021 with opportunity for renewal though to June 30 2022.

Hours & Expectations

- **Weekly** check in with the TGV Chair
- **Monthly** staff meetings
- Responding to internal TGV communication on working days
- Participating in training sessions and strategic planning days as required (flexible roster, usually weekends), around 5-6 sessions throughout the year.

Location

- Transgender Victoria HQ 100 Drummond Street, Carlton
- Victorian Pride Centre 79-81 Fitzroy Street, St Kilda (as required)
- Offsite via remote video conferencing (as required)
- Meetings offsite at client offices across Victoria
- Offsite community events as needed

Key Aims

- To lead TGV's staff team and establish systems of performance and task management.
- To expand TGV's efforts in fundraising, sponsorships, and partnerships to fund community facing initiatives and core projects.
- To diversify and grow TGV's revenue streams and ensure financial sustainability.
- To oversee the expansion of TGV's work in diversity consultancy in collaboration with the TGV Consultancy Lead.
- To expand TGV's media profile and relationships.
- To grow the profile and contribution of TGV to TGD and LGBTIQ+ communities in Victoria.

Responsibilities & Duties

- Monthly Staff meeting in person or via video
- Weekly briefing with TGV Chair
- Monthly Board Meetings
- Daily communication and correspondence via phone, email, Slack
- Supervision of staff including Volunteer and Development Manager, Training Coordinator, Consultancy Lead, and Finance Officer
- Overseeing TGV's work on core projects including the Silver Rainbow Program, The Peer Support Program, and Family Safety Victoria
- Work with Volunteer and Development Manager to grow and expand contribution of TGV volunteer base and contribution to TGV
- Working closely with the TGV Board and Executive in development and delivery of strategic plans and priorities
- Liaise with key stakeholders, community partners and other external bodies including the Equality Branch of the Victorian Department of Premiere and Cabinet.
- Attend training sessions and planning days (flexible roster, usually weekends), around 5-6 throughout the year
- Adherence to TGV's internal policies and Code of Conduct; commitment to TGV's values
- Familiarity with the TGV Grievance Policy and ability to take appropriate in coordination with the TGV Executive as required
- Overseeing development and delivery of ongoing and new TGV campaigns and initiatives including Trans Day of Visibility, Trans Awareness Week.
- To manage performance and conduct of TGV staff
- Improve offering and communication to the TGV member base
- Ensure TGV ongoing involvement at and participation in the Victoria Pride Centre

Required Criteria

- Strong demonstrated track record and experience of leadership, team management, and working with a diverse range of stakeholders
- Strong written and verbal communication skills; ability to identify potential risks and challenges
- Ability to undertake and report on actioned tasks from TGV Chair, Executive Director, and Board
- Demonstrated skills and experience in project management
- Creative problem solving skills and ability to pursue flexible and innovative solutions in response to community need
- High level of commitment to TGV's values, particularly regarding respect, integrity and the promotion of justice, inclusion and diversity
- Strong understanding of trans and gender diverse communities, including inclusive and intersectional practice
- Flexibility to adapt to rapidly evolving stakeholder needs and situations
- Ability to interpret and respond to feedback (both internal and external)
- Ability to research and familiarise self with new sectors and contexts as needed
- Experience using document editing and creation suites such as Google Docs
- Willingness to adopt new software and platforms for collaboration and project delivery as required
- High level interpersonal and communication skills , including public speaking, working with media, and the ability to work with a diverse range of people
- Current Working With Children Check (or willingness to obtain one)

Desirable Criteria

- Experience working within the Victorian LGBTIQ+ Sector
- Experience working with trans and gender diverse communities in Victoria
- Existing relationships with potential community partners and sponsors
- Lived experience as a member of the trans and gender diverse community
- Diverse lived experience including but not limited to Aboriginal or Torres Strait Islander, people of colour, intersex people, neurodivergent people, and people with disability
- Experience using collaboration platforms such as Google Drive, Zoom, and Slack
- Experience with Reckon Accounts Hosted or equivalent online accounting software packages
- Experience using and maintaining eCommerce and payment processing software such as Square, Shopify
- Experience using and maintaining Donation software such as Donorbox, GiveNow
- Experience using and maintaining Membership Management platforms
- Established networks and contacts in the trans and gender diverse sector and LGBTIQ+ sector more broadly locally and Australia wide
- Familiarity with risk-management strategies
- Management and governance training

How To Apply

Apply by emailing jobs@tgv.org.au with an included CV and short cover letter or video outlining how you meet the selection criteria and why you'd like to join the TGV Team.

Deadline to apply: No later than 5:00PM, Friday 16th April 2021.

For any further questions or information, please get in touch with [Brenda Appleton, Chair](#), at brenda@tgv.org.au.