



VICTORIAN PRIDE CENTRE

Position Description Chief Executive Officer

August 2024

ABOUT THE VICTORIAN PRIDE CENTRE

The Victorian Pride Centre (VPC) is a place of belonging, support and pride for our diverse LGBTIQ+ communities. Our purpose is to connect, support and amplify LGBTIQ+ people, resources, services and groups so that our communities are cohesive, resilient and thrive.

As Australia's first purpose-built Pride Centre, this is where everyone can come together, honour the past, celebrate the present, and work towards a more inclusive future.

The VPC is a supportive landlord to a range of resident organisations; a Venue for Hire with state of the art multipurpose spaces; and a programmer of events, exhibitions and LGBTIQ+ festival partnerships.

The VPC houses major and important LGBTIQ+ [resident organisations](#), and provides flexible and multi-use spaces for hire, including, meeting rooms, rooftop terrace, co-working spaces, a theatrette, bar and gallery.

Position Details	
Title	Chief Executive Officer
Time Fraction	38 hours per week (1 FTE)
Position Relationships	Reports to the Board through the Chair Direct Reports: <ul style="list-style-type: none">• Operations Manager• Marketing, Communications & Fundraising Manager• Administration Officer & Executive Assistant
Location	79-81 Fitzroy Street, St Kilda The CEO is expected to fulfill the responsibilities of the role on-site from the Pride Centre

<p>Our of Hours Requirement</p>	<p>In addition to normal office hours, the CEO is required to attend meetings of the Board and its Committees and is expected to represent the VPC at numerous external community events and festivals, meetings, and other events throughout the year.</p> <p>The CEO is also expected to be available to any out of hours emergency relating to the centre operations.</p>
<p>Position Purpose/Description</p>	<p>The Chief Executive Officer is responsible for the leading and guiding the strategic, financial, and operational activities of the VPC. This includes overseeing activities and programming, risk and compliance management, and building and maintaining positive relationships with various stakeholders.</p> <p>The CEO will manage an iconic building along with tenancies, ensuring that both support resident organisations' goals as well as the vision for the VPC. Ultimately, the CEO is to help ensure that the VPC achieves the strategic vision and purpose set by the Board.</p> <p>The role manages a team of 9.4 FTE with 3 direct reports and is responsible for developing and motivating the staff.</p> <p>The CEO reports to the Board through the Chair and contributes to appropriate governance of Board operations by providing support to the Board and its Committees.</p>

Role Responsibilities:

- Lead the management and operation of the VPC, within delegations from the Board, and according to the Vision, Purpose, Values, and Strategic and Operational Plans established by the Board, while also working with the Board to provide effective governance of the VPC.
- Oversee the VPC's financial management and various audit processes, including the preparation of regular financial reports and provide an accurate reflection of these for the Board's consideration. Prepare annual operating budgets, balance sheet and long-term financial plans for the Board's approval.
- Ensure and grow the financial sustainability of the VPC and to grow the number of commercially and culturally successful tenancies, to strengthen the Pride Centre's role as a hire venue, and to further develop relationships with sponsors and philanthropists and oversee the refinement of the VPC's fundraising strategy.
- Manage relationships with all the Pride Centre's Resident Organisations, including through ensuring compliance with the Pride Centre's codes of conduct and contractual obligations, and to oversee the VPC's role in nurturing new and smaller LGBTIQ+ organisations.
- Maintain and manage the physical fabric of the Pride Centre, and to ensure that there is a long-term asset program and an annual maintenance program.
- Develop and oversee the VPC's activities (both in-house and external) and programming to ensure that it is a centre for celebrating the history and life of the LGBTIQ+ community, encouraging debate and discussion, performances in the theatre, as well as providing a range of services through Resident Organisations.
- Build and maintain strong key stakeholder relationships within the LGBTIQ+ community, and all the intersections of the LGBTIQ+ community, with Federal and State Government, City of Port Phillip, other Councils and the broader community, including the surrounding neighbourhood.
- Act as a visible and engaged leader within the LGBTIQ+ community, representing the VPC at external events and fostering partnerships that further our Vision and Purpose.
- Foster a collaborative environment amongst the VPC team that encourages innovation, teamwork, and professional growth. Effectively manage all staff, contractors, and a large number of volunteers, to ensure that the VPC has a motivated and effective team who deliver against agreed objectives.
- Champion a culture of inclusivity, respect, and support across all levels of the VPC, ensuring alignment with our Vision, Purpose, and Values.
- Monitor the VPC's internal and external environment to identify and assess risks and implement appropriate controls and treatments.
- Ensure compliance with all legislative and other requirements, and to develop and maintain up to date operational policies and procedures.
- Ensure that the Pride Centre remains a safe place to work and visit.

Professional Qualities Required:

- Experience managing a complex business with competing priorities and a diverse field of stakeholders.
- Proven people leadership capability and experience, including the ability to oversee management of a large number of volunteers.

- Ability to build effective respectful relationships with a wide group of stakeholders including: Federal, State and Local government, not-for-profit, non-government, philanthropic, corporate and commercial sectors. LGBTIQ+ organisations, groups, leaders, advocates and individuals.
- Financial management and budgeting skills.
- Experience in venue and/or tenancy management.
- A desire to work in the community sector for the benefit of LGBTIQ+ people.
- Excellent written and verbal communication, presentation and interpersonal skills.
- An ability to negotiate.
- Highly proficient in Microsoft Office including Word, Excel and PowerPoint. Experience with CRMs, CMSs, Video Conferencing and Accounting Software (Xero).
- A detailed understanding of LGBTIQ+ communities including its various constituencies, organisations, cultures and challenges.
- Previous experience in the not-for-profit, community, or arts sectors (preferred).
- Experience in programming and activation of venue spaces (preferred).

Personal Qualities Required:

- Alignment with the [Vision, Purpose and Values of the Victorian Pride Centre](#).
- Is a positive role model or strong ally of the LGBTIQ+ community and is passionate about the role of the VPC.
- Is an inclusive leader.
- Is driven and of a 'can do' proactive nature.
- Is conscientious and takes personal accountability.
- Has pragmatic problem-solving capability.
- Can develop empathy well with a variety of stakeholders.
- Is a good team player.
- Has excellent clear verbal and written communication skills.
- Is engaged and respected.

Terms and Conditions:

- Employees are required to sign an Oath of Confidentiality
- Travel across Victoria and interstate when required
- Out-of-hours and weekend work required as per LGBTIQ+ events and functions, call outs, emergencies etc.
- Employment is conditional upon a satisfactory National Police Check and Employee Working with Children Check (WWCC). Applicants who have lived overseas for 12 months or longer during the past 10 years are required to provide the results of an international police check
- WWCC currency will need to be maintained by the employee for the period of employment
- The position is subject to a six (6) month probation period.

Acknowledgements:**Position Title:** Chief Executive Officer**Name:**

Signature:		Date	
Chairs's Name:	Craig Bell	Date	
Chair's Signature:			
Probationary Review:		Date	

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