

## Position Description

### Chief Executive Officer



#### Life Education's Vision

All tamariki and rangatahi and their communities will have the life education they deserve.

#### About Life Education Trust New Zealand (LETNZ)

Life Education has a well-established brand and reputation spanning almost 40 years and enjoys a positive relationship with primary and intermediate school children throughout New Zealand.

We have 32 regional Trusts spanning New Zealand, involving 300 volunteers and employing 45 Educators. Last year we delivered our Healthy Harold programme to more than 1,200 schools (86% of all schools in New Zealand) from our fleet of Mobile Classrooms. Our Educators are all specialist, registered Teachers – empowered and resourced to inspire tamariki and rangatahi to make positive choices.

In the last three years we have had a strong innovation drive and expanded our mahi further to secondary schools providing Theatre-in-Education programmes to more than 120 secondary schools with 55,000 students participating each year. We also provide professional development workshops for nearly 1,000 teachers each year.

We have a 'live' customer evaluation system, in which we receive outstanding feedback across a range of measures and funding relationships with a wide range of supportive partners.

The foundations of Life Education are built on a community ownership model with funding streams independent of government contracts.

#### Purpose of role

The Chief Executive Officer leads the organisation in the delivery of its mission and vision while developing, growing and evolving the brand and the long-term positioning of the organisation. Providing overall leadership for the Trust through the national office, the Chief Executive Officer is accountable for the financial performance of the wider organisation and the achievement of strategic and management workplans, and objectives as set by the board.

As the key spokesperson for the organisation, the Chief Executive provides influence in the sector and facilitates the management of key internal and external stakeholders.

#### Key Responsibilities

##### 1. Strategy and Business planning

- Maintain a deep understanding of the Trust's vision and values, to guide decision making and implement strategic decisions
- Lead the development of the Trust's strategy and annual workplans to evolve and grow Life Education's reach and impact
- Support, monitor and report on Trusts performance
- Develop, support, monitor and report on all programmes and initiatives

2. Stakeholder and Relationship Management
  - Build strong, effective and culturally appropriate relationships with internal and external stakeholders
  - Establish and maintain robust and sustaining relationships with existing sponsors, funders and supporters
  - Identify, create and build new funding and sponsorship opportunities
  - Engage with sector and community bodies to build understanding, connection and mutually beneficial relationships
  - Ensure funding sources are sufficient for the operational and development needs of the National Office
  
3. Financial Performance and Risk management
  - Ensure effective management of the Trusts financial position and performance
  - Develop effective finance and risk management policies, procedures and plans to ensure the highest standards and to protect the reputation and assets of the Trust
  - Ensure effective reporting systems and accounting policies are maintained
  - Monitor and produce reports on financial performance against budget
  - Ensure adequate availability of cash (short- and long-term working capital) to ensure sustainability and continuing operation
  - Maintain control over costs to ensure expenditure is justified by achievement of goals,
  - Ensure the Trusts systems and controls are modern, flexible and fit for purpose and proportionate
  
4. Leadership and Culture
  - Motivate and inspire staff to achieve objectives within the Trust's policies and plans
  - Continue to foster and role model an organisational culture of performance, accountability and delivery of outcomes
  - Continue to foster a cohesive national management team providing collective leadership across the organisation
  - Foster an inclusive culture where diversity is valued
  - Mentor, coach and develop a highly skilled and committed team
  - Build trust and ensure there are open channels for honest two-way feedback and ideas
  - Adhere to all policies and act in good faith in accordance with employment agreements
  - Maintain an up-to-date knowledge of sector trends
  
5. Media and Communication
  - Act as principal spokesperson for the national organisation including communications with community trusts, the media and the general public
  - Identify opportunities to grow and strengthen our national brand
  - Ensure communications are transparent, timely and relevant to the audience/s
  - Oversee and manage the relationship between the National Office and the Community Trusts
  - Implement a comprehensive communication plan with all stakeholders and supporters
  - Oversee the organisation of the National Conference, Educator conferences plus regional conferences and forums

## 6. Governance Advice

- With the LETNZ Board Chairperson, develop agendas for LETNZ Board meetings and ensure LETNZ Board members are provided with professional, accurate and timely advice and information to enable them to fulfil their governance functions
- Provide quality advice to the LETNZ Board on strategy policy, legal and statutory obligations, risks and financial matters
- Focus the Board's attention on matters of governance that relate to its structure, processes and role
- Prepare and coordinate the publication of the Annual Report on the Trust's activities and financial performance
- Fulfil such other assignments, or projects as the Board agree appropriate and desirable for the Chief Executive to undertake

Due to the dynamic nature of our work and the many opportunities that present itself for Life Education to achieve its vision, the tasks and responsibilities noted in this role description may well change from time to time, to meet the needs of our Trust's and our own activities. As a result, it is expected that the person in the role recommends and/or is prepared for changes to the role and this description of it. Any 'material' changes will be mutually agreed and noted in writing on this document.

### Skills and Experience required

- Fiscal discipline, be commercially savvy, and have been involved in successfully achieving strategic business outcomes in a complex environment
- Exceptional emotional intelligence and communication skills
- An entrepreneurial and creative thinker
- A calm, composed, diplomatic and collaborative style
- A strong political radar with good resilience
- Demonstrated expertise in developing and maintaining strong stakeholder relationships
- Solid knowledge of the NGO sector and an innate community service orientation
- Business development skills and proven ability to identify and act on growth opportunities
- An understanding of the cultural diversity within the communities we serve and a commitment to fostering cultural capability across the organisation (including adherence to principles of Te Tiriti o Waitangi)
- Experience working in a high-profile role (with media scrutiny) with strong public, community and stakeholder interface.

### Key Relationships

Internal	External
LETNZ National Office Staff	NZ Public/ Community
LETNZ Board members (Volunteers)	Schools and the education sector
Regional Trust Educators	Financial assistance funders and prospective funders
Regional Trustees & Chairs (Volunteers)	Members of Parliament
Regional Trust Exec Officers	Government Departments
	Media
	Peers in other organisations
	Academics and subject matter experts in the sector/ field
	Programme Partners