



POSITION TITLE:	Operations and Governance Manager
DIRECT REPORTS:	TBC
LOCATION:	National focus with flexible working arrangements, including remote work
SALARY:	SCHADS Award Level 8
ISSUE DATE:	January 2025

CYDA'S VISION AND PURPOSE

Children and Young People with Disability Australia (CYDA) is a not-for-profit organisation and is the national representative organisation for children and young people with disability aged 0 to 25 years.

CYDA's vision is that children and young people with disability in Australia will fully exercise their rights, realise their aspirations and thrive in all communities.

We do this by:

- Raising community attitudes and expectations
- Championing initiatives that promote the best start in the early years for children with disability, and their families and caregivers
- Leading social change to transform education systems to be inclusive at all points across life stages
- Advocating for systems that facilitate successful life transitions to adulthood
- Leading innovative initiatives to ensure the sustainability and impact of the organisation and the broader sector.

CYDA's work is guided by its ['Strategic Plan 2024-2027'](#) which outlines its strategic directions. CYDA plays a significant role in the disability advocacy landscape through building and maintaining effective relationships and collaboration with Ministers, government officials and a range of organisations to advance the rights of children and young people with disability.

CYDA's staff are expected to embody key values including being:

- Authentic
- Bold and creative
- Empowering
- Inclusive
- Learning

POSITION OVERVIEW

The Operations and Governance Manager of CYDA will collaborate with the CEO, Business Manager and the management team to lead a powerful national representative organisation for children and young people with disability in Australia.

This role is focused on providing advice and guidance to the management team to ensure that the organisation has the policies, processes, workforce, resources and culture to achieve its aims. This position may deputise for the CEO when required. The Operations and Governance Manager will work closely with the CEO by developing and implementing operational strategies, policies and procedures to align with the growth of the organisation and with the annual plan. The position will also play a key role in guiding and collaborating with the Chair and CEO in governance of the Board.

KEY RESPONSIBILITIES

Operational Responsibilities:

Oversee CYDA's day to day operations and organisational development, in collaboration with the management team, including:

- Build and maintain an efficient and effective workforce and a strong workplace culture and environment at CYDA, including compliance with workplace and OH&S requirements and child and youth safety and wellbeing processes and compliance
- Ensure compliance with all funding agreements including monitoring milestones, reporting and financial acquittals
- Effective oversight of all CYDA's external partnerships, auspices and outsourced consultants
- Ensure effective systems are in place to support the organisation's operations including data storage, operational systems and databases

Governance Responsibilities:

- Identify and advise the CEO and Board on legal, compliance and insurance obligations and other external changes requiring policy development
- Support the CEO with developing and delivering the Annual Operational Plan
- Support the CEO and Business Manager with external reporting and compliance obligations, including annual audits and reporting to the Australian Charities and Not-for-profits Commission.
- Facilitate executive and Board meeting operations, and attend meetings, where required, of the Board and Board subcommittees, including working with the CEO and Chairs to develop agendas, papers, reports and minutes.
- Support the Board by monitoring the Board and Operational Risk Management Strategy
- Support the development of the Annual Report of Children and Young with Disability Australia

Other responsibilities as directed by the CEO including (but not limited to):

- Collaborate and maintain strong relationships and communication with

members, disability groups/community organisations and government

- Represent CYDA on a range of strategic and influential external committees, and collaborate with other disability organisations and stakeholders to provide effective representation on issues relevant to CYDA's Strategic Plan
- Develop and maintain strong relationships with relevant government Ministers, members of Parliament and government agencies to promote effective inclusion and empowerment of children and young people with disability across all elements in their lives
- Work with the management team to prepare funding applications and proposals
- Diversify CYDA's revenue through fundraising and corporate and philanthropic partnerships to deliver on CYDA's Strategic Plan

KEY INTERNAL AND EXTERNAL STAKEHOLDERS

Management Team

Policy and Research Manager

Programs Manager

Community Impact Manager

Business Connector Team

Business Manager

Inclusion Support Coordinator

Project groups

Community Impact Team

Youth Action Team

Policy and Research Team

Business Connectors Team

Direct reports TBC

External stakeholders Ministers, Members of Parliament, Government Agencies, Human Rights Commissioners, Disability Representative Organisations

Funding bodies, Philanthropic Organisation

External consultants

SELECTION CRITERIA

Experience

- Excellent knowledge of the community and/or disability sector, including an understanding of the experiences and issues of relevance to children and young people with disability.
- Demonstrated leadership, governance, organisational, financial and people management skills and experience. An understanding of the role of a representative body in a complex service system.
- An ability to work as part of a team in an inclusive and collaborative manner.
- Lived experience of disability and/or family experience of disability is preferred.

Capabilities

- Demonstrated commitment to a rights-based approach to disability advocacy and awareness of the diversity within disability.
- Excellent operational, organisational and time management skills with flexibility to prioritise a range of competing demands, work to deadlines and follow through on key tasks in a timely manner.
- Strong people management skills including the ability to support the CEO implement changes in the interest of ensuring an effective, safe and inclusive workplace
- High level written and analytical skills.

Qualifications

- Appropriate tertiary qualifications relevant to management, the disability or community sector.

SALARY AND CONDITIONS

This position is classified as a Level 8 in the SCHADS Award. Generous salary packaging is available.

The position regularly requires out of typical office hours work and additional hours. This requirement is recognised in the salary package provided.

Conditions of employment are set out in the General Terms & Conditions document provided in the new employee Starter Pack and generally align with those available in the community services industry. A probationary period of six months forms part of the Employment Agreement.

OTHER RELEVANT INFORMATION

An offer of employment is subject to obtaining a satisfactory National Police Records Check and Working with Children Check.

TO APPLY

To apply for this position please send your application to joanneellingworth@cyda.org.au by 11:59pm on Sunday 2 February 2025.

Applications should include:

- a cover letter addressed to Skye Kakoschke-Moore, CEO
- a statement addressing the selection criteria
- your current CV / resume.

Applications provided in other formats due to access needs will be considered, please contact us to discuss this.

Further information

To discuss this position in greater detail contact Vikki Southey by email vikki@ourhr.com.au or phone 0404 085 513.

For accessibility enquiries please contact Laura Pettenuzzo, Inclusion Support Coordinator on 03 9417 1025 or by emailing laurapettenuzzo@cyda.org.au.