



Akeyulerre Healing Centre

Established by Arrernte Elders

ABN 65 986 569 134 | ICN 9289

Position Title	Chief Executive Officer	Location	3 Stuart Terrace Alice Springs NT 0870
Reporting to	Akeyulerre Board of Directors	Division	Management Team
Approved by & Date	Board, January 2024	Duration	Ongoing
<p>This position is full-time and works to Position Description and workplan, which will be periodically updated according to organisational needs and priorities.</p> <p>There is an occasional requirement for work outside of standard work hours or on weekends. The position is based in Alice Springs with occasional trips on-country within the broader Alice Springs region.</p>			

Organisation Statement

Akeyulerre Aboriginal Corporation was established by Arrernte Elders and community leaders in 2000, as a place for Arrernte people to practice and celebrate their culture and pass it on to the next generations.

Akeyulerre (pronounced A-kee-lu-ra) is often called the 'healing centre' in recognition of the important role that culture plays in healing and strengthening the community. Since its establishment, Akeyulerre has been helping Arrernte families grow stronger through culture while at the same time creating jobs through culturally-based social enterprises.

Akeyulerre has established a strong track record in sound governance and management that brings together Arrernte and Western law and is underpinned by the strong roots of Arrernte land, culture, ancestors, knowledge, language, healing, kinship relationships, song and stories.

Akeyulerre is a not-for-profit organisation governed and run by Arrernte people. Our membership is made up of Central Australian Aboriginal people who elect a 12-person Board of Directors from their communities.

At Akeyulerre we:

- Visit, support and honour the Elders
- Make and distribute traditional healing products
- Support traditional healers (Angangkere) and healing ceremonies
- Maintain Arrernte culture, language, law, song, story and dance
- Organise trips so families can reconnect with country
- Bring families together and strengthen the community
- Support 'kin and skin' relationships and traditional ways of helping people
- Support Elders to teach language and culture to children and young people on country
- Support Arrernte-run social enterprises enabling Arrernte people to share their culture and achieve economic independence
- Provide work experience, job opportunities and pathways to employment for Arrernte people
- Support Arrernte and other Aboriginal families living on Arrernte country in partnership with support services.

Note regarding name of organisation: Akeyulerre Aboriginal Corporation is incorporated under the Office of the Register of Indigenous corporations. To the Arrernte people and broader community of Alice Springs it is known by its trading name as Akeyulerre Healing Centre.

Purpose of the Position

As the CEO you will lead and direct all aspects of Akeyulerre Healing Centre, to sustainably deliver on the vision of the Elders and the Board, ensure accountability and help Akeyulerre grow and prosper as a strong organisation with Arrernte language and culture at its heart.

You will uphold the values of Akeyulerre and provide quality services within the scope of the position and associated delegations.

Selection Criteria

Position Specific Requirements

1. Demonstrated capabilities in strategy, financial sustainability, operational and project management in a nonprofit organisation.
2. Demonstrated experience working alongside Aboriginal people, particularly Arrernte people, including understanding and respecting the value and expertise of the Aboriginal community and the Aboriginal community governance approach.
3. A demonstrated commitment to Aboriginal self-determination, to social justice and to advocacy alongside Aboriginal leaders.
4. Ability in strategy, innovation and planning to progress organisational priorities and negotiate solutions.
5. Well-rounded experience in leading, managing and supervising a cross cultural team in to deliver organisational priorities and develop staff skills and confidence.
6. Experience in community development, community-based planning.
7. A Bachelor's degree or equivalent in a relevant field.
8. Demonstrated skills in commercial and / or social enterprise development
9. Excellent interpersonal, oral and written communication skills and the ability to present complex ideas and information in clear ways.
10. Well-rounded computer skills including experience using a range of applications for word processing, data management, and social media.

Key Responsibilities

1. Strategic Planning

- Support Elders and Directors to set strategic directions and ensure accountability to the Arrernte community and funders:
 - a) Engage the Arrernte community to participate in establishing and defining the vision and mission and how it will be delivered.
 - b) Support to Board of Directors in the processes of strategic planning to deliver on the vision, including activities to prepare and document the Strategic Plan and Business and Plans.
 - c) Monitor progress and undertake regular reviews.
 - d) Meet regularly with the Elders and Directors to report on progress, discuss and make decisions regarding the Akeyulerre programs, directions, and responsibilities in accordance with the Strategic Plan and Business Plans.

2. Governance and Compliance

- Support the Board of Directors in developing and maintaining sound governance practices, and in ORIC compliance.
- Monitor and manage legal, WHS and other regulatory compliance.
- Implement and monitor the Risk Management Framework
- Oversee development and implementation of policies and procedures with input from staff, Elders, and committee.
- Convene meetings of the Board of Directors, as required by the Akeyulerre Rule Book and as required for the good governance of Akeyulerre.
- Assist the Board of Directors to convene the Annual General Meeting, General Meetings and to meet its legal and constitutional obligations.
- Identify and oversee delivery of board development and training.
- Identify opportunities for continuous improvement through external and internal audit processes.

3. Program Management and Evaluation

- In conjunction with the Services Manager and Program Co-ordinators:
 - a) Oversee program planning processes and approve annual program budgets and plans.
 - b) identify and develop new and existing projects, programs and initiatives that meet organisational priorities.
 - c) Oversee program design and development.
 - d) Oversee management of the Akeyulerre facilities to accommodate program needs and other centre activities.
 - e) Manage program evaluations and reviews at regular intervals and report to stakeholders.
 - f) Lead the growth and development of new initiatives and capabilities.

4. Social Enterprises

- In conjunction with the Business Manager:
 - a) Support the development of social enterprises and fee-for-service work.
 - b) In conjunction with the Business Manager, provide commercial leadership and financial oversight of social enterprises and fee-for-service work.

5. Organisational Culture and Leadership

- Model organisational culture and leadership that is aligned with the vision and values of the Elders and Directors and supports a cohesive, harmonious, and productive working environment:
 - a) Engage with community and families. Visit Elders who do not regularly visit Akeyulerre to maintain their engagement and to ensure that the cultural priorities of the Elders are met in program delivery. Encourage and support all Arrernte families to engage in knowledge transfer.
 - b) Ensure good communication between Directors, staff, and members of Akeyulerre and maintain relationships with and between the Board, Elders, staff and community.
 - c) Lead the Akeyulerre team, with responsibility for:
 - Recruitment processes and decisions including employment contracts.
 - Lead staff performance management processes and regular reviews including probationary periods for new staff.
 - Direct development and delivering staff and volunteer training and development activities
 - d) Provide day to day leadership and supervision to senior leaders, supporting them as needed to meet program objectives and follow workplans.
 - e) Implement practices and approaches that build Aboriginal self-determination and capacity building at all levels of the organisation.

6. Sustainable corporate management

- Ensure corporate systems, processes are contemporary and meet the needs of the organisation, the community and funders. In partnership the Accounting Provider, oversee Akeyulerre's finances and staffing systems.
 - a) Annually, develop an overall budget for Board approval. Oversee individual program budgets each year and monitor their monthly performance in consultation with Akeyulerre's accountant, staff and Board.
 - b) Monitor and manage expenditure in line with the budget in consultation with the accountant and Board of Directors
 - c) Manage funding agreements, including:
 - Compliance, acquittals, and reporting
 - Maintain relationships with funders.
 - Oversee data collection systems that meet funding contract requirements.
 - d) Develop new fundraising and source grant opportunities as prioritised by Elders and the Board of Directors
 - e) Ensure WHS and HR systems are in place support staff wellbeing and development.
 - f) Identify processes for quality systems, feedback and continuous improvement.
 - g) Ensure the highest ethical standards and the knowledge systems of Arrernte people inform all funding agreements the organisation enters.

7. Marketing, Communications and External relationships

- Oversee external relationships and communications to ensure that Akeyulerrer stakeholders, Arrernte families, donors and the public are informed about Akeyulerrer's activities:
 - a) Develop and implement a Communications and Marketing strategy to improve the visibility of Akeyulerrer's social enterprise services and products and includes:
 - marketing and promotional materials for Akeyulerrer's social enterprises
 - social media activities
 - media liaison in consultation with Elders, Committee, and senior staff
 - lead external representation and relationships
 - b) Manage and further develop relationships with donors and philanthropic organisations to broaden Akeyulerrer's funding base.
 - c) Advocate for and represent the interests of all Arrernte families, representing Akeyulerrer in public forums and supporting Elders, Board, and staff to represent the organisation with consistent messages.
 - d) Manage external consultants to effectively deliver support to the organisation, including Akeyulerrer's accountant and bookkeeper and other service and consulting providers.

General Requirements

- Comply with Federal, NT and Local Government legislation, regulations, permits and / or by laws.
- Adhere to delegations, code of conduct, policies, procedures and general conditions of employment.
- Work within contract, program/project parameters and scope of practice.
- Comply with program guidelines, work plans, budget, data and reporting requirements.
- Comply with WHS requirements by remaining vigilant and contributing to a safe working environment and maintaining pandemic related and job specific mandated vaccinations (and boosters).
- Embrace organisational values, work cooperatively and help sustain a respectful workplace.
- Support and mentor work colleagues by sharing your skills, knowledge and strengths.
- Help implement and build an inclusive and culturally competent workforce.
- Maintain confidential client, staff and organisational information in line with requirements.
- Keep up to date with workplace communications, staff meeting records and the intranet.
- Contribute to planning, evaluation and continuous quality improvement activities.
- Participate in supervision, performance reviews and undertake approved training.
- Maintain attendance, payroll and leave records in accordance with procedures.

Delegation of Authority

As per Board approved Delegation of Authority Schedule and aligned position classification (noting content will be updated from time to time).