



MUSLIMS AUSTRALIA

AUSTRALIAN FEDERATION OF ISLAMIC COUNCILS INC.

The Peak body for Australian Muslims representing State & Territory Islamic Councils and Societies

ABN | 37 002 757 155

www.muslimsaustralia.com.au

THE AUSTRALIAN FEDERATION OF ISLAMIC COUNCILS (AFIC)

ROLE DESCRIPTION: CHIEF EXECUTIVE OFFICER (CEO)

The Australian Federation of Islamic Councils (AFIC) was founded in 1964 and is registered by the Australian Charities and Not-for-profits Commission (ACNC) for advancing religion and education. AFIC fulfils important roles in the Australian Muslim community as the peak national representational body for a wide range of Muslim community and organisations, providing infrastructure and material support for educational and religious facilities, and carrying out Halal food certification and supervision. The appointment of a suitably qualified Chief Executive Officer (CEO) is vital to maintaining ongoing growth and managing changing requirements of the organisation.

ROLE:

The CEO reports directly to the AFIC Executive Committee. The role of the CEO will require appropriate levels of professional qualifications and experience to provide leadership, vision and business management of the organisation, consistent with the values of the wider Islamic community in Australia. This position will be responsible and accountable for providing high level advice and assisting AFIC with strategic planning, building and maintaining the reputation of AFIC with community stakeholder groups and wider society, and managing the internal and external operations of the organisation.

Head Office 932 Bourke St,
Zetland, NSW 2017
Mail PO Box 7185,
Alexandria BH, NSW 2015 **Telephone** 02 9319 6733
Email admin@muslimsaustralia.com.au **Fax** 02 9319 0159

Melbourne Office 66-68 Jeffcott Street,
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Leadership:

- Consistently provide comprehensive, relevant and timely reports to the AFIC Executive Committee on all operational aspects of the organisation;
- Formulate policy, provide advice and make recommendations to the AFIC Executive Committee on strategic and business decisions;
- Promote AFIC in accordance with its objects and strategic vision, and shift the organisation towards sustaining a clear and strong social purpose; and
- Engage, motivate and lead stakeholder groups, volunteers and employees to promote the objectives of AFIC.

Vision:

- Maintain a contemporary ethical, legal and business environment;
- Remain responsive to the network of AFIC groups and organisations to maintain flexibility of the organisation consistent with changing community norms and requirements; and
- Interface between the AFIC Federal Council and Executive Committee, and Islamic community stakeholder groups, and wider Australian society and government.

Management:

- Stewardship of all business management, including employment and HR, compliance, business systems, risk and financial management;
- Coordinate day-to-day processes of the organisation;

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- Direct and oversee all operations of the organisation, including financial, compliance and staff management; and
- Implement policies and strategic direction of AFIC.

RESPONSIBILITIES:

Corporate Governance:

- Supervise and control all operational and business activities consistent with the strategy and vision of AFIC;
- Develop and implement a strategic plan for the organisation;
- Provide leadership and advice to develop budgets, business plans and operational programs in alignment with the objects of AFIC;
- Implement and enforce AFIC policies consistent with legal and business ethics
- Maintain physical and electronic records and documents in accordance with AFIC policies and procedures;
- Review financial and non-financial activities of the organisation and report to the AFIC Executive Committee and sub-committees;
- Stay abreast of all proposed and actual legislative changes relevant to AFIC, to keep the Federal Council and Executive Committee informed through immediate updates; and
- Ensure compliance with all relevant Commonwealth and State legislation.

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Financial, Risk and Infrastructure Management:

- Familiar with legal compliance requirements of AFIC as the peak representative body for the Australian Muslim community and engagement with all levels of Australian government;
- Responsible for developing and maintaining sound financial policies, practices and procedures;
- Recommend the annual budget for Executive Committee and Federal Council approval;
- Prudently manage AFIC resources within budget and policy guidelines according to current legal and ethical requirements;
- Ensure that the Executive Committee is fully informed on all aspects of AFIC operations;
- Proactively identify and advise the Executive Committee of potential risks to the organisation;
- Ensure corporate and regulatory compliance, and execute legal documents in accordance with the provisions of delegated authority; and
- Conduct official correspondence.

Human Resource & Staff Management:

- Lead and motivate staff to build and develop management team competencies;
- Develop and maintain a workplace culture that attracts and retains high calibre staff;

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- Manage recruitment, selection, appointment, performance management, dismissal and remuneration of staff in accordance with Australian legislative requirements and AFIC policies;
- Effectively manage staff performance, including induction and orientation, probation and performance reviews; and
- Ensure compliance with all legislative requirements and contemporary workplace policies and procedures.

Community and Public Relations:

- Maintain comprehensive knowledge of the various organisations and community groups within the Australian Muslim community;
- Consistently and comprehensively present AFIC programs and services in a strong, positive image to stakeholders;
- Establish productive working relationships with relevant government departments and agencies;
- Develop comprehensive communication strategies of newsletters, website maintenance and media engagement;
- Consistently present AFIC mission, objects and services in a strong, positive image to the wider Australian and international audience; and
- Oversee fundraising planning, implementation and administration.

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QUALIFICATIONS:

It is essential that the successful applicant holds relevant Australian-recognised tertiary qualifications in business administration or a related field, with experience in property or business management, not-for-profit or government at a high level.

ESSENTIAL REQUIREMENTS:

The successful applicant will have demonstrated experience in:

- high level leadership roles and in-depth knowledge of corporate governance;
- business management skills and knowledge of business management best practice;
- change management leadership and implementation;
- financial and risk management skills;
- excellent English verbal and written communication and public speaking skills;
- marketing or public relations; and
- a sound understanding of Local, State and Federal Government environments.

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The successful applicant will be:

- a confident and authentic communicator, able to express ideas and concepts to a wide range of stakeholder groups within the Muslim community, engage the media and make public presentations;
- familiar with the diversity of Muslim community stakeholder groups represented by AFIC; and
- a strong leader with the ability to deliver vision and maintain organisational purpose.

REMUNERATION:

A total salary package will include superannuation and any relevant benefits.

The initial contract will be for a term of three (3) years, subject to appropriate performance of duties.

The board will conduct a probation review within six months and performance appraisals thereafter on an annual basis.

The contract may be mutually agreed to be extended further.

The position is based in Sydney or Melbourne.

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APPLICATIONS:

Please note that all candidates must make a formal application providing:

- A cover letter addressing the selection criteria;
- Comprehensive CV detailing relevant qualifications, skills and experience; and
- Contact details of three (3) referees (who are not current members of ExCo or Federal Council)

Applications for the position must be submitted to:

Dr Rateb Jneid r.jneid@jbtg.com.au

by close of business Friday 22 March 2019

01 March 2019

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