



POSITION DESCRIPTION

POSITION TITLE	Executive Officer
ENTITY	Highways and Byways Ltd
STATUS	Full Time; 37.5 hours per week
REPORTING TO	The Board of Highways and Byways Ltd

[Highways and Byways Ltd](#) (H&B Ltd) was founded in 2018 (operating for the previous eight years as The John Wallis Foundation, established in 2010). We support people and communities experiencing hardship and disadvantage, especially in rural Australia. We do this through an Annual Grants Program and through longer term initiatives in small rural communities where we may partner with a local organisation.

Highways and Byways Ltd is a registered charity with the Australian Charities and Not-for-profits Commission.

Highways and Byways Ltd continues the vision and mission of the [Missionary Sisters of Service](#) (MSS) who are an Australian Catholic Congregation founded by Father John Wallis in 1944 in Tasmania.

OUR MISSION

- To reach out in hope and love to people socially and geographically isolated
- To strengthen community relationships and networks
- To develop local leadership
- To empower people to meet the challenges that confront them

Highways and Byways is a national organisation based in Melbourne, Victoria, with volunteer branches in Tasmania, Queensland, and Victoria. We are a small team of one full time position and three part-time positions.

ROLES AND RESPONSIBILITIES / KEY ACCOUNTABILITIES

The overall responsibilities of the Executive Officer of Highways and Byways Ltd are to:

- Manage the Office of Highways and Byways Ltd,
- Provide support to the Board and
- Implement the organisation's strategic plan

EXPECTATIONS

The Executive Officer will bring the following personal and professional attributes to the position:

- An understanding of responsibilities and accountabilities of an Executive Officer with all relevant levels of authority;



- A commitment to understanding the vision and mission of the founders of Highways and Byways Ltd - the Missionary Sisters of Service;
- Demonstrated capacity to manage multiple projects and day-to-day duties simultaneously, within agreed timelines and budgets;
- Experience in managing community and organisational partnerships;
- An ability to complete tasks requiring strategic thinking and problem solving;
- Highly developed relational and communication skills;
- Leadership and Self-motivation;
- The ability to safeguard confidentiality;
- Experience working closely with Board, volunteers, and committees to achieve outcomes;
- High level computer skills including MS Office, database, and website CMS;
- Ability to travel and occasionally work outside of usual hours.

Principal Accountabilities:

1. Governance

- I. Work with the Highways and Byways Ltd Board (the Board) to set and, through all governance and operations, promote the organisational vision and mission;
- II. Ensure the Board is supported to undertake its governance obligations;
- III. Ensure all governance reporting requirements are fulfilled including ASIC, ACNC and Annual Report to members;
- IV. Report on the operations of Highways and Byways Ltd to the Board as required, including at regular Board Meetings;
- V. Assist the Board to liaise with the Missionary Sisters of Service (MSS) Stewardship Council. (the representative body of the Missionary Sisters of Service).

2. Strategic Management:

- I. Work with the Board to develop and implement the strategic direction of the organisation ;
- II. Provide regular reporting to the Board on progress towards achieving the objectives, and desired outcomes, of the Strategic Plan;
- III. Develop and maintain strategic partnerships with donors and community organisations;
- IV. Support a strong strategic alignment between the Board and MSS Stewardship Council.

3. Financial Management:

- I. Work with the Board and Business Manager to ensure ongoing financial viability of Highways and Byways Ltd.
- II. Work with the Board and Business Manager to establish, monitor and manage expenditure against annual budgets;
- III. Ensure Highways and Byways Ltd fulfils its duties and obligations in relation to tax deductibility, grant disbursements and donations.

4. Project Management:

- I. Accountable to the Board for the successful development and management of Highways and Byways Ltd programs and Initiatives;
- II. Work with Regional Branches, partners, and local communities to develop proposals, projects, and partnerships for Board consideration;
- III. Develop and manage a Highways and Byways National Small Grants Program as required – manage the Grants Administration Officer's tasks.



- IV. Provide Program and Project Reports, including acquittals as required.
- V. Ensure policies and processes are developed and implemented to support the successful delivery of Highways & Byways programs and initiatives across Australia.

4. Fundraising/marketing/events:

- I. Develop and implement a fund-raising program to attract donations and bequests to increase the Highways and Byways Ltd corpus of funds;
- II. Maintain ICT platforms for publicity and marketing purposes;
- III. Develop and consolidate relationships with major donors and partners;
- IV. Co-ordinate a series of events such as regular John Wallis Memorial lectures and events to raise the profile of Highways and Byways Ltd.

5. People Management

- I. Manage a small team of Business Manager, Grants Administration Officer and Administration Officer in day to day tasks and work program development;
- II. Be responsible for the recruitment and employment of Highways & Byways Ltd staff;
- III. Set and manage staff Key Performance Indicators;
- IV. Maintain professional surroundings and a safe working environment for Highways and Byways Ltd staff;
- V. Ensure staff members have a strong understanding of the purpose of Highways and Byways Ltd and its relationship with the MSS Stewardship Council;
- VI. Facilitate ongoing professional development of staff members;
- VII. Manage annual leave and other entitlements of staff members.

6. Quality, Compliance/risk management:

- I. Develop and ensure implementation of policies and procedures to ensure operations comply with all legal and regulatory standards (Note: The Business Manager is responsible for ensuring all financial policies and procedures are developed and complied with);
- II. Participate in the review and ongoing development of Board Policies and Procedures including the Risk Management Strategy and Plan;
- III. Ensure a system of continuous improvement is used to develop all aspects of the organisation and to promote a culture of innovation;
- IV. Ensure compliance with all contractual obligations;
- V. Ensure compliance with National Catholic Safeguarding Standards- co-ordinate, oversee and monitor the fundamental obligation of Highways and Byways Ltd to ensure the proper safeguarding of children.
- VI. Ensure that appropriate systems are in place to ensure competent and appropriate sharing of information and use of computer systems.

7. Review / Evaluation/ Professional Development:

- I. Complete an annual performance plan prepared in conjunction with Chair and approved by the Board.
- II. Review operational performance by reporting against agreed targets and key performance indicators in consultation with Chair.
- III. Actively seek out and participate in on-going professional development in consultation with the Board.