



**CHIEF EXECUTIVE OFFICER**

**JOB & PERSON SPECIFICATION**

**APRIL 2025**

# Job Description

Bringing people together to eliminate drowning and empower communities to be safe around water

Position Title	Chief Executive Officer
Reports to	Board of Directors
Direct report(s)	General Managers

## Purpose

The Chief Executive Officer will provide strategic leadership and operational management to Royal Life Saving South Australia. They will be responsible for driving the organisation's mission, ensuring financial sustainability, and fostering stakeholder engagement. Reporting to the Board of Directors, they will oversee the implementation of the strategic plan, advocating for water safety and community participation while ensuring effective governance and operational excellence. Additionally, they will be responsible for identifying opportunities for growth and transformation, ensuring the organisation remains innovative, adaptable, and positioned for long-term success.

## About Royal Life Saving South Australia

For over 115 years, Royal Life Saving has been committed to reducing drowning and equipping everyday people with lifesaving skills. As a not-for-profit organisation, we engage in advocacy, education, training, health promotion, aquatic risk management, community development, research, lifesaving sport, leadership, and international partnerships. Our impact is widespread, with a strong focus on inclusion and regional communities across South Australia.

## Our Strategic Pillars



## Key Accountabilities

Key Accountabilities	Accountability Details
Strategic Leadership & Advocacy	<ul style="list-style-type: none"><li>Lead the implementation of the strategic plan to enhance water safety, inclusivity, and community engagement.</li><li>Advocate for drowning prevention and aquatic safety policies at local, state, and national levels.</li><li>Represent the organisation in key forums, partnerships, and media engagements.</li></ul>

	<ul style="list-style-type: none"> <li>• Drive strategic initiatives to expand the organisation's reach and impact.</li> </ul>
<b>Stakeholder Engagement &amp; Partnerships</b>	<ul style="list-style-type: none"> <li>• Build and maintain strong relationships with government agencies, community groups, sponsors, and industry stakeholders.</li> <li>• Enhance member and volunteer engagement through inclusive programs and initiatives.</li> <li>• Strengthen international partnerships to further global water safety initiatives.</li> <li>• Foster innovative collaborations to support the organisation's expansion and sustainability.</li> </ul>
<b>Operational &amp; Financial Management</b>	<ul style="list-style-type: none"> <li>• Oversee the organisation's operations, ensuring alignment with its mission and objectives.</li> <li>• Develop and manage budgets, ensuring financial stability and sustainable growth.</li> <li>• Identify and secure funding opportunities, including grants, sponsorships, and partnerships.</li> <li>• Optimise operational processes and financial management to enhance efficiency, effectiveness, and long-term sustainability.</li> </ul>
<b>Governance &amp; Compliance</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with legal, regulatory, and ethical standards.</li> <li>• Support the Board of Directors by providing timely and accurate reporting.</li> <li>• Uphold best practices in governance, risk management, and policy implementation.</li> <li>• Work cohesively and united with the Board of Directors offering expertise in best practice.</li> </ul>
<b>Growth &amp; Transformation</b>	<ul style="list-style-type: none"> <li>• Identify and implement opportunities for organisational growth, ensuring long-term sustainability and impact.</li> <li>• Drive innovation in program delivery, operations, and community engagement.</li> <li>• Lead change management initiatives to enhance organisational adaptability and effectiveness.</li> <li>• Expand revenue streams through strategic partnerships, funding diversification, and new initiatives.</li> </ul>

## Knowledge, Skills, Experience

Selection Criteria	Essential/Desirable
Tertiary qualifications in business, public administration, community development, or a related field.	Essential
Experience in leading teams, managing complex budgets, and driving strategic outcomes.	Essential
Familiarity with not-for-profit governance and funding models.	Essential
Proven executive/senior leadership experience, preferably in a not-for-profit or community-focused organisation.	Essential

Strong strategic planning, financial and governance management skills.	Essential
Exceptional stakeholder engagement and advocacy abilities.	Essential
Knowledge of water safety, community development, or health promotion.	Essential
Experience working with government, corporate sponsors, and community organisations.	Essential
Excellent communication and public relations skills.	Essential
A track record of driving organisational growth, innovation, and transformation.	Essential

### Key Stakeholder Relationships

- Government agencies and regulatory bodies
- Aquatic and Recreation industry partners
- Community groups and not-for-profit organisations
- Corporate sponsors and funding bodies
- Volunteers and members
- Royal Life Saving Australia and the Royal Life Saving national network
- Media and advocacy groups
- Educational institutions
- Sporting facilities & institutions

### Special Conditions

- Some intra and interstate travel may be required.
- The role may involve occasional weekend and after-hours commitments.
- A valid driver's licence is required.
- The successful candidate must undergo a Working with Children Check and other relevant background checks.
- The role will include media exposure on a local and state level and may include media exposure on a national level.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.  
Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.