



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JUNE 2025

Position Description – Chief Executive Officer

OVERVIEW

Trees For Life (TFL) is an organisation dedicated to conserving and restoring South Australian landscapes so habitat can flourish. This is achieved through a mission of delivering on-ground conservation and restoration activities and providing professional expertise and advice relating to these. People are central to this mission, including TFL staff, members, supporters and volunteers, participating land holders and partner organisations. TFL is broadly recognised and valued by the South Australian community for the integrity of its programs and its environmental achievements for over 40 years.

The Chief Executive Officer (CEO) heads TFL, working closely with and reporting to a volunteer Board of Management. The CEO provides strategic and visionary leadership and management across all aspects of the organisation, focused towards influencing and delivering habitat conservation and restoration that improves the health, extent, function and resilience of priority South Australian landscapes. With CEO oversight, the community is activated and enabled to be involved in TFL work that benefits nature. The CEO ensures that TFL and the work it delivers is valued by its volunteers, supporters and stakeholders.

The TFL CEO:

- drives the implementation of the TFL Strategic Plan in collaboration with the Board and the TFL senior leadership team
- creates a vibrant and sustainable organisation that nurtures and empowers staff, members, volunteers and partner organisations to deliver TFL's mission
- develops and monitors organisational budgets and drives strong financial performance
- seeks out and secures major partnerships and projects that align with TFL's mission
- establishes and implements frameworks and systems to monitor organisational performance and risks, and addresses areas that require improvement
- supports the board and other TFL governance structures to optimise informed planning and decision-making
- leads, influences and advocates for change in the broader environmental system relating to the conservation and enhancement of South Australia's nature, in alignment with TFL's mission.

CLASSIFICATION LEVEL

Chief Executive Officer

SPECIFIC FUNCTIONS

1. Fosters and communicates a shared vision and purpose across staff, the board, volunteers, members, supporters, partner organisations and other stakeholders of TFL's role, to strategically influence the protection and repair of South Australia's natural heritage and habitats.
2. Works with the Board and the TFL senior management team to oversee the development, implementation and impact of the TFL strategic plan and associated sub-plans (including the annual business plan.).

3. Oversees the transparent and accountable management of corporate performance, including risk management, finance, human resources, work health safety and organisational compliance with relevant statutory obligations and regulations.
4. Creates strong, diversified and sustainable impact growth that delivers on TFL's mission.
5. Undertakes high level engagement and negotiation with stakeholders and partners, including key areas of government, community, business, and other environmental organisations, to secure investment and major projects that contribute to the delivery of TFL's mission.
6. Keeps the Board informed and actively involved in the strategic governance of the organisation's finances, policies, strategies, directions, and plans. This includes timely briefings to the Board on any matter which might significantly affect TFL's organisational health impact.
7. Supervises, supports and develops the performance of senior managers as individuals and as a collaborative and effective senior management team, including equitable delegation of cross-organisational tasks and providing 'step-up' opportunities.
8. Through programs, projects and ways of working, positions TFL to respond to and be resilient in the face of climate change and the biodiversity crisis.
9. Ensures TFL's communications and marketing are engaging and influential, reflective of TFL's brand and mission.
10. Acts as the principal media and public spokesperson and represents TFL at high-level meetings, including with Ministers and other political representatives, senior government officials (including local government), business, First Nations Peoples, and other NGOs. Informs, consults with and involves the TFL President or designated Board representative/s and Board in undertaking such communication and engagement.
11. Exercises sound judgment and acts with integrity working with the Board, staff, members, supporters, volunteers, partner organisations and broader stakeholders to enhance and protect the reputation of the TFL brand.
12. Establishes a workplace culture and workforce plan that provides for a safe, productive, harmonious, supportive and collaborative working environment, with opportunities for the continuous development of managers, their staff and volunteers to aid delivery of TFL's strategic plan.
13. Ensures accountability and responsibility across TFL in the delivery of project milestones.

PERSON SPECIFICATION:

COMPETENCIES

Competencies that the TFL CEO is expected to demonstrate in leading the organisation, others and self are as follows:

Leading the organisation

1. Shapes and inspires strategic direction and purpose.
Anticipates and plans for future events, trends, problems and opportunities, and exercises sound judgement. Enacts and communicates strategic thinking and planning that inspires and influences people to work together to achieve the organisation's vision and mission.
2. Solves problems
Identifies and creatively analyses problems, working with staff, the board and other stakeholders to generate and compare alternative solutions. Selects and implements optimal solutions.
3. Applies systems thinking

Understands the scope and complexities of the system in which the organisation works (e.g., technical, political, financial, environmental, social, legal), and applies various levers to achieve long-term outcomes.

4. Leads achievement and change

Drives a culture of achievement which identifies, promotes and celebrates success. Proposes and leads the organisation through periods of strategic, structural change in a manner that is sensitive to the people involved yet focused on achieving reform goals.

5. Influences and negotiates

Builds a network of trusted working relationships amongst stakeholders. Applies system knowledge, strategic thinking and political acumen to influence and negotiate opportunities and outcomes that align with the organisation's mission.

6. Harnesses governance

Routinely applies and seeks to continually improve the organisation's governance structures, frameworks and systems. Works in partnership with the Board in strategic decision-making, managing risks and setting future directions.

7. Cultural competence

Ensures that First Nations people and organisations are respectfully engaged with the organisation for mutual benefits. Ensures the organisation is a safe and supportive environment for all cultures and other aspects of diversity.

Leading others

8. Models integrity and professionalism

Models and drives a culture of respect, trust, collaboration and professionalism within the organisation, and in dealings with external stakeholders. Promotes organisational principles, values and behaviours.

9. Drives business excellence

Drives organisational effectiveness through ensuring sound business management, monitoring of risk and performance, and savvy utilisation of governance structures and staff skills. Engages and aligns human, financial and information resources to achieve strategic targets.

10. Develops and supports others

Leads and develops members of the senior management team so that they and their respective staff perform their roles effectively and work together as needed to achieve organisational goals. Ensures a positive, productive and fair workplace culture that attracts and retains valuable staff.

11. Oversees programs and projects

Establishes and facilitates major projects and partnerships and ensures these are well-managed internally to meet expected milestones and deliverables.

12. Values effective communication

Oversees and where appropriate delivers communications that inform and promote the organisation's impact, with authority and credibility, to a wide range of community, government and corporate stakeholders.

13. Drives accountability and impact

Establishes systems and a culture of monitoring, evaluating, reporting and improving all aspects of organisational performance and impact.

Leading self

14. Displays resilience, courage and drive

Open and honest and prepared to express views on addressing critical issues which may challenge others, whilst remaining open to their perspectives and opinions. Uses a range of strategies to be a stabilising influence when the organisation is faced by challenges.

15. Practices self-awareness and improvement

Is motivated and committed to continuous self-improvement, through critical reflection and learning to facilitate professional growth. Manages self and workload for personal health and wellbeing, and models this behaviour to others.

SPECIAL CONDITIONS

1. Some out of hours work is required
2. Intrastate/interstate travel with overnight stays is occasionally required.
3. A medical and police check will be required at first employment with TFL.
4. Working with children clearance

GENERAL DUTIES

1. Oversee compliance of all staff and volunteers with TFL policies and procedures
2. Represent TFL publicly as the organisation's primary ambassador

REPORTING RESPONSIBILITIES

1. The position reports and is accountable to the TFL Board
2. The key staff reporting to this position are the members of the TFL Senior Management Team.

KNOWLEDGE AND EXPERTISE

1. A relevant tertiary degree is preferred but not required. Qualifications in environmental science, or equivalent, and in business administration are desirable.
2. Well-developed knowledge, networks and/or experience in the for purpose and/or environmental sector, including issues and challenges that relate to TFL's mission and activities.
3. Significant senior executive / CEO experience in managing a not-for-profit, organisation, business enterprise or equivalent.
4. Experience in managing a diverse workforce at senior level.
5. Experience in reporting to and working closely with a board of management.
6. Demonstrated delivery of complex programs and/or projects.
7. Expertise in high-level advocacy to achieve positive change.
8. Demonstrated financial management skills
9. High-level understanding of:
 - corporate governance

- volunteer management
- strategic communications
- ecological restoration
- fund raising.

10. A personal commitment to:

- protecting and restoring nature
- First Nations reconciliation and empowerment
- diversity and inclusion.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora. Please visit 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.