



CHIEF EXECUTIVE OFFICER

JOB & PERSON SPECIFICATION

JULY 2025

Job Description



OUR ORGANISATION

Skylight Mental Health (Skylight) is a community based, not for profit organisation, which provides a range of education, support, rehabilitation and recovery based services and programs for people with mental illness, their carers (family and friends) and the community. Skylight's service delivery includes the use of 'lived experience' of people with mental illness and carers, and according to a psychosocial rehabilitation model, and recovery philosophy and practice.

Skylight's objectives include promoting greater community knowledge, awareness, support and understanding of the effects of mental illness on individuals and their carers. Skylight pursues these objectives through research, illness management, support, reducing stigma and advancing the rights of people with a mental illness and their carers. Skylight is a member organisation of the Mental Illness Fellowship Australia (MIFA), a national body with branches across states and territories in Australia. For more information about Skylight services, please visit www.skylight.org.au

OUR VISION, MISSION and VALUES

OUR VISION is a South Australian community that understands mental illness and responds with confidence, respect and hope.

OUR MISSION is to increase opportunities to achieve good mental health, to promote acceptance of mental illness in the community and provide quality services for people with mental illness, their family and friends.

OUR VALUES: Understanding, Connection, Optimism, Courage

KEY PERFORMANCE AREAS

All Skylight employees are required to meet at least the minimum level of satisfactory performance in the following areas within the context and performance of their positions:

Organisation:	Skylight and our strategic goals, including positive culture, policies, procedures and legislative requirements
Program/Work Area:	Program/Work Area tasks & responsibilities
Team:	Working relationships within Skylight teams
Individual:	Individual performance areas
Supervisor:	Working relationship with your direct supervisor
Leadership:	Additional responsibilities which apply to Team Leaders, Coordinators, Specialists and Managers who participate in Leadership Group meetings at Skylight

Job Description



POSITION SUMMARY

TITLE: Chief Executive Officer

PROGRAM/WORK AREA: Corporate Services

HOURS: 1.0 FTE

The **Chief Executive Officer** (CEO) is accountable to the Board, and is responsible for the delivery of the Skylight's vision and mission under the Board's Delegations of Authority.

The CEO has direct responsibility for the overall operations of the organisation, and for the delivery and facilitation of:

- Skylight's strategic plan
- Skylight's annual business plan, including key performance indicators, resource planning and organisational budgets
- An inclusive culture that reflects Skylight's values
- Ensuring ongoing financial sustainability, through effective cost management and the development of new business.

The role is responsible for the overall effectiveness of Skylight; for maximising performance, service delivery, external relationships with government, mental health organisations, professional groups and the community at large, and serves as the spokesperson for the organisation.

The CEO provides proactive leadership including consultation for planning, developing and implementing projects to meet Skylight's strategic objectives, and delivers in a way that achieves performance goals.

SPECIAL CONDITIONS

The CEO position is full-time and requires flexible work hours, some out of hours work, with intrastate and interstate travel required. DHS Working With Children Check and NDIS Worker Clearance are required prior to appointment.

They must hold a Permanent Residential Visa or be an Australian Citizen to apply for this position.

The duties of the position may vary, as directed by the Board, but will remain consistent with the role of CEO.

Job Description



- Communicate Skylight's vision, values, key organisational behaviours and strategic goals, to all stakeholders with confidence, competence and credibility.
- Lead the strategic planning process in conjunction with the Chair and Board, with accountability for the implementation, measurement and reporting of Skylight's Strategic Plan.
- Maintain a close working relationship with the COO and ultimately with the management team to ensure management of operations, consistently and effective in nature.
- Provide leadership, support and encouragement to all staff, driving organisational accountability, and an inclusive participant-focused culture.

Key Responsibilities

- Through effective delegation, manage Skylight's service delivery, financial, regulatory, legislative, administration, human resource, marketing and information & communications technology functions:
 - Engage in regular supervision and performance assessment
 - Maintain leadership and operations knowledge to provide sound guidance
 - Implement key performance indicators for each area of responsibility
 - Lead and support the management team to ensure efficient organisational practices are developed and maintained.
- Through effective planning, link the annual planning process, resource planning and annual budgets with the objectives of the strategic plan.
- Grow services in accordance with Skylight's vision, mission, values, goals and policies, to ensure quality outcomes for participants and carers.
- Drive a culture of strategic business development focusing on efficiency and effectiveness..
- Identify, report and manage risk to maintain and grow service excellence.
- As CEO of a state member organisation, participate in projects of the national organisation, the Mental Illness Fellowship of Australia (MIFA) to ensure coordinated action to improve mental health services.
- Engage in regular supervision, performance reviews and up-to-date management, leadership and mental health knowledge, to ensure professional development and the delivery of quality services.
- Develop and build the public profile of Skylight Mental Health, as well as a strong advocacy presence for the needs of people with mental health concerns

Financial and Risk Planning, Management and Analysis

- Development and management of the overall organisational budget, including managing cash flow and investments under delegation from the Board.

Job Description



- Reporting to the Board on progress toward, and barriers to, financial targets.
- Monitoring of organisational performance and undertaking corrective action as required.
- Oversight of financial delegations and purchasing, income and expenditure compliance processes and guidelines, and effective financial management systems and controls.
- Implementation of financial delegations and budget planning processes with Skylight staff.
- Management of, and responsibility for, the organisation's Risk Framework and Risk Register.

Governance, Board Liaison and Reporting

- Liaise with Board, Finance and other committees, to support the effective execution of organisational governance practices, processes and reviews.
- Effective liaison and coordination of the Board and subcommittees, through attendance at Board and committee meetings.
- Development, oversight, management, updating and reporting to the Board on the organisation's strategic, operational and financial plans.
- Ensure timely compliance of Skylight's statutory obligations, including the areas of insurance, funding, taxation, corporate governance, ACNC and other regulations.
- Ensure adequate and effective management reporting systems support accurate and timely Board reporting.
- Ensure the Board is informed fully about risk, and work health and safety.
- Develop, implement and review assigned policies, procedures and guidelines.
- Plan, develop and implement special projects as directed by the Skylight Board to meet specific and identified needs of the organisation.

Organisational External Affairs

Develop and build the public profile of Skylight Mental Health, as well as a strong advocacy presence for the needs of people with mental health concerns

- Development and maintenance of strong relationships and networks across the mental health and not-for-profit sector, delivering leadership to the sector.
- Develop and maintain effective relationships with key state and national funders to maximise Skylight's opportunities to deliver high quality, appropriate and up-to-date services.
- Close relationships with key and emerging funders in the government, corporate, other providers, potential partners and philanthropic sector.
- Oversight of research, policy and communications agenda.
- Strategic profile-raising activities including committee representation and media exposure.
- Act as the organisational spokesperson.
- Establishment and maintenance of adequate and effective administration and management information systems that support stakeholder identification and engagement.

Job Description



SELECTION CRITERIA

Skills, Knowledge and Experience

- A Tertiary qualification relevant to the management, health or mental health area or equivalent experience.
- Extensive experience and proven ability in Director or executive-level management.
- Proven ability in developing and implementing the strategic direction of a Board.
- Demonstrated effective leadership capacity, the proven capacity to manage change, and to apply a range of management styles and strategies appropriate to the situation.
- Sound knowledge of the value and importance of lived experience in the mental health sector and skill in supporting lived experience policy and culture
- Demonstrated experience of leading an organisation successfully in a volatile, uncertain, complex, ambiguous (VUCA) work environment.
- Extensive experience in leading, supporting and supervising large teams and responding creatively to organisational and system challenges.
- Demonstrated and sound financial management skills
- Knowledge of the National Disability Insurance Scheme (NDIS), and its impact on the mental health sector, service providers and people with a mental illness.
- Knowledge of funding streams and structures relevant to an organisation like Skylight Mental Health.
- Extensive knowledge of current practices in the treatment and provision of services for people with mental health concerns or their carer(s), and sound knowledge of national and state policy developments in mental health.
- Proven ability to cultivate excellent working relationships externally and internally, and to form partnerships with government and non-government health and welfare service providers to maximise outcomes for the organisation.
- Detailed and thorough understanding of organisational operations and workplace practices e.g.
- Human Resource management, Equal Opportunity and WHS.
- Working knowledge of Customer Relationship Management (CRM) software and extensive experience working with Financial and IT Systems.

HOW TO APPLY



Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
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.