

Board Member

Location: Melbourne, South Eastern Suburbs

Start: Immediate

Employment type: Voluntary

Foundation Learning Centre (FLC) is a community based education and human services organisation based in Narre Warren, 38 kilometres south-east of Melbourne.

Website: <https://www.foundation.vic.edu.au/>

We are a not-for-profit organisation that champions community development through education. Our current range of services include pre-kindergarten programs, youth programs for years 9 to 12, literacy and migrant English, a range of accredited courses, many hobby and special interest courses and groups and the Neighbourhood House.

The position

FLC seeks to appoint an independent non-executive director. The role requires attending approximately 10 board meetings a year, held in the evenings, and serving on at least one board committee per year. Applicants with Legal and Marketing skills and background are highly desirable at this time.

Competencies and skills (role-related)

- Knowledge of a director's responsibilities - includes an understanding of the role as well as the legal, ethical, fiduciary and financial responsibilities;
- Strategic expertise - the ability to review the strategy through constructive questioning and suggestion and contribute to the effective decision making of the board;
- Accounting and finance - the ability to read and comprehend the company's accounts, financial material presented to the board, financial reporting requirements and some understanding of corporate finance;
- Legal - the board's responsibility involves overseeing compliance with numerous laws as well as understanding the individual director's legal duties and responsibilities;
- Risk Management - experience in managing areas of major risk management to the organisation;
- Managing people and achieving change - experience in current management thinking on employment, branding, engagement, strategic vision and stakeholder communication; experience in executive remuneration and compensation;
- Industry knowledge - experience in similar organisations or industries.

- computer skills – working knowledge and/or ability to learn and work with Microsoft Office software including MS Teams and Outlook.

Competencies (personal attributes)

- Integrity – fulfilling a director’s duties and responsibilities, acting ethically, appropriate independence, putting the organisation’s interests before personal interests;
- Collaborative yet curious and courageous – a director must be able to function as an effective team member but also must have the curiosity to ask questions and the courage to persist in robust discussions with management and fellow board members where required;
- Emotional intelligence – as well as self-awareness and self-management, a director needs to demonstrate empathy manifested through strong interpersonal skills. A director must work well in a group, listen well, be tactful yet able to communicate in a cogent and candid viewpoint;
- Commercial judgement and instinct – a director needs to demonstrate good business instinct and acumen, and be able to assimilate and synthesise complex information;
- Active contribution - a director needs to be an active contributor with genuine interest in the company and its business.
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Board members will be required to undergo Working with Children Check, Police Check and provide a declaration as a VRQA VET Fit and Proper Person.

For further information, contact Andrea Moody on 0411 480 026.