



Chief Executive Women

Women leaders enabling women leaders

Position Description: Director, Leader Development

ROLE: Reports to CEO

SUPERVISION responsibilities:

- National Executive Leaders Program
- Administration Assistant(s) Leaders Program

KEY Functional Relationships:

- Director, Leaders program
- Leaders Program facilitators and Committee members
- CEW team
- Stakeholders including corporate clients, CEW members

PURPOSE OF THE ROLE:

This role is responsible for management and implement of CEW's Leaders Program in fulfilment of CEW's mission: women leaders enabling women leaders. It supports delivery of the Leaders Program, working with the Director, Leaders Program, Leaders Program Advisory Board and the CEW Executive team. The role is also responsible for planning for and implementation of new programs.

KEY RESPONSIBILITIES:

- **Leaders Program planning and delivery:** work with Director, Leaders Program and National Executive to plan and ensure delivery of the CEW Leaders Program consistent with CEW's mission of women leaders enabling women leaders
- **Leaders Program growth:** accountable for facilitating Leaders Program growth in courses and attendees, consistent with CEW's 2025 Strategy and the 2020 Leadership Programs review recommendations
- **Business Engagement:** with the team, identify, target and influence client organisations to enrol high potential women on the Leaders Program, so that there is a greater pipeline of potential women leaders in the ASX 200 and similar large organisations.
- **Leaders Program management:** Ensure CEW Leaders Program and CEW Executive operations merge so that consistent systems, policies and procedures are in place, and opportunities to better leverage mutual activities are developed for all programs
- **Program budget and financial management:** in coordination with the Director, Leaders Program, CEO, CEW Finance Audit and Risk Committee and CEW Board hold responsibility for developing Leaders Program and future programs planned income and expense budgets, and reporting on same
- **Program development:** support Director, Leaders Program to develop syllabus, materials, delivery mechanisms and implementation plans for new programs consistent with CEW's 2025 Strategy and the 2020 Leadership Programs review recommendations
- **Partnerships and collaboration:** Strengthen and develop partnerships and work with key

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collaborators including CEW members, sponsors and supporters.

This role requires high levels of collaboration across CEW staff and members to ensure impactful, integrated activity that delivers planned activity, while planning for future program growth to fulfill CEW's 2025 strategy. It requires demonstrated ability in people, financial, and relationship management, and new business generation. Exceptional stakeholder and business management skills are required.

This role is not responsible for curriculum technical development, but supports the Director, Leaders Program and contractors to undertake that role. An understanding of leadership theory, programs and training delivery is preferred.

INDIVIDUAL ACCOUNTABILITIES:

- Delivery of CEW's Leaders Program annual Business Plan, including program delivery, budgeted income and expenses
- Oversee and support development of day-to-day Leaders Program operations, including integration of Program and CEW Executive functions
- Forward planning for new programs, and implementation
- Develop client relationships with ASX 200 companies and similar organisations to drive business development
- Reporting to the Board and other reporting as required

PERSON CHARACTERISTICS

- Natural leader, collaborator and relationship builder with the ability to adapt to a range of different functional styles and technical expertise
- Experienced business manager at the senior executive level; track record working with senior executives across multiple sectors to achieve strategic outcomes
- Creative and curious, embraces learning and innovation including digital technologies
- Strong people manager, able to build a cohesive team across a range of personalities and experience, works with influence
- Ability to think strategically and implement tactically with a solutions orientation
- Hands on, energetic team player, equally comfortable taking personal responsibility for work and/or working independently. Able to work with a small team.
- Exceptional plain English communicator with the capacity to create compelling content