



POSITION DESCRIPTION

SKYLIGHT TRUST

Kotahi ano te kohao o te ngira, e kuhuna ai te miro ma te miro whero me te miro pango, A muri i au kia mau ki te ture ki te whakapono ki te aroha

There is but one eye of the needle, through which the white, red, and black threads must pass. Hold fast to the law, hold fast to faith, hold fast to love.

TITLE	Chief Executive		
REPORTS TO	Board of Directors		
LOCATION	Wellington		
DIRECT REPORTS	Two	Total FTE	Total FTE 10 plus employed (8) and contract (approx. 16) counsellors
DATE	June 2024		
JOB GRADE (INDICATIVE)			

Skylight Trust

Skylight is a national not for profit trust that supports people of all ages who are facing tough life situations of change, loss, trauma or grief – whatever the cause. We also assist those who support them (www.skylight.org.nz) We play a critical role in enhancing the wellbeing of those whom we work with and to whakamana (empower) those to take control of their own health and wellbeing.

Our purpose is to:

Enabling children young people, and their families, whānau and friends to navigate through times of grief, loss, and trauma by facilitating their access to expert information, education, professional services, and support. Skylight aims to achieve that by also offering education, training and support for professionals, agencies and others who assist those dealing with grief, loss, and trauma.



TE TIRITI O WAITANGI COMMITMENT

Skylight is guided by Te Tiriti o Waitangi and will implement Tikanga based manaakitanga (care and empathy for others) and development. We enforce that upholding Te Tiriti o Waitangi principles is fundamental to our commitment and organisations values and all that we do and supports our aim to improve health equities. The principles and articles of Te Tiriti are the foundation of this position description.

OUR VALUES

In order to guide our culture, values, and behaviour we have adopted the Māori values of aroha (love), manaakitanga (respect and kindness), wairuatanga (holistic wellbeing) and whanaungatanga (connections/relationships). These values guide how we relate to each other and serve our whānau and communities, to continually improve health outcomes and wellbeing of all people. We will do this in practical ways, including by:

- caring for people and those who care for the people
- encompassing wairuatanga into everyday activities
- recognising, supporting, and valuing our people and the work we all do
- defining the competencies and behaviours we expect from everyone
- enhancing our cultural competencies and investing in our people to develop their skills

We know that when our organisation and kaimahi reflect the diversity of those we serve, we are more likely to deliver the services that are culturally responsive and relevant to the needs of our communities.

ABOUT THE ROLE

Reporting directly to the Board, the Chief Executive is responsible for providing strong and innovative leadership, management, development and promotion of Skylight. The Board expects the Chief Executive to provide high quality reporting and advice to the Board to ensure Skylight delivers on its strategic agenda and business direction. The role is also critical in ensuring that Skylight meets its obligations under its Deed of Trust and NZ laws.

The Chief Executive is expected to be a positive role model and demonstrate behaviours and practices consistent with Skylight's values, culture and objectives. The Chief Executive will advocate for Skylight, positioning it in a positive light, managing key stakeholders, meeting service delivery commitments and ensuring the long-term sustainability of Skylight.

The role will ensure an alignment of Te Tiriti o Waitangi obligations when working with Māori and legislative responsibilities across Aotearoa. We recognise Māori as tangata whenua of Aotearoa New Zealand and our experience working with Māori whānau and hapori (communities) will ensure Māori are empowered to self-determine what wellbeing supports look like for them.



KEY RESULT AREA	EXPECTED OUTCOMES / PERFORMANCE INDICATORS – POSITION SPECIFIC
Leadership and Management	<ul style="list-style-type: none"> ● Provides high quality advice to the Board and effectively implements the decisions of the Board. ● Works with the Board to develop and implement strategic plans. ● Implements a cultural uplift within Skylight to improve cultural integrity and better equip the delivery of culturally sensitive services to Māori and Pasifika. ● Actively engages with and maintains the confidence of service users, funders, employees, contractors, volunteers, iwi organisations, other stakeholders and partner organisations. ● Leads, coaches, develops, and retains Skylight employees, contractors and volunteers to ensure the highest standards of personal, professional and organisational behaviour. ● Creates a positive, healthy culture and work environment that engenders high levels of employee, contractor and volunteer engagement, unity of purpose and performance. ● Develops and maintains excellent and effective working relationships with Board members. Ensures that reporting to the Board is transparent and on a ‘no surprises’ basis.
Relationships and Communication	<ul style="list-style-type: none"> ● Develops and maintains positive working relationships with key stakeholders including Ministers, government officials, funders, iwi providers, partner organisations and other stakeholders. ● Is the face of Skylight and presents a positive profile of Skylight to service users, funders, employees, contractors, volunteers, iwi providers, other stakeholders and partner organisations. ● Oversees and actively leads Skylight’s external and internal communications, formal and informal, including traditional and new media, to build and maintain strong awareness and positive perceptions of Skylight’s brand, role and services. ● Forms active positive relationships and/or partnerships with key stakeholders to further develop funding sources and income streams.
Service development and delivery	<ul style="list-style-type: none"> ● Reviews and oversees programme and service offerings for change, enhancement, simplification, addition and withdrawal, based on appropriate analysis and data. ● Leads the securing of new sound commercial agreements with funders in line with Skylight’s strategic goals.



	<ul style="list-style-type: none"> • Ensures current and new service offerings are culturally appropriate and meet the needs of tangata whenua service users. • Develops and leads delivery of increased digital presence and services.
<p>Finance, risk and asset management</p>	<ul style="list-style-type: none"> • Practises sound, prudent and robust financial, operational and asset management. • Works with the Board to develop sustainable business plans and effectively implements these plans. This includes the development of a technology enabled business platform and leading its implementation. • Develops further funding sources and income streams. • Effectively and sustainably manages Skylight’s finances within budget and according to NZ laws and regulations. • Reports regularly to the board on progress against budget and projected results. • Actively identifies and manages Skylight’s operational and strategic risks. • Ensures that Skylight complies with financial and legislative guidelines, policies and good practices. • Adheres to Skylight’s approved policies and delegated authorities and ensures their implementation and compliance throughout the organisation. • Expands revenue generating and fundraising activities to support existing and new programme operations. Uses existing and new relationships to garner new opportunities for funding and other opportunities to generate revenue. • Oversees fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach funders, submitting proposals and administrating fundraising records and documentation.
<p>General</p>	<ul style="list-style-type: none"> • Supports the operations and administration of the Board by advising and informing Board members and interfacing between Board and staff. • Ensures practices, activities and decisions are consistent with commonly accepted good business practices and professional ethics. • Implements effective health and safety policies and procedures beyond legal requirements.



	<ul style="list-style-type: none"> • Ensures that any staff performance issues are dealt with in an effective and timely manner. • Ensures Skylight services are culturally appropriate and to a high ethical standard. • Models the purpose and ethos of Skylight by maintaining your own personal wellbeing.
<p>Other</p>	<p>Chief Executive performance is measured against the strategic plan and vision and on an annual basis against the business plan and any other agreed priorities between the Chair and the Chief Executive.</p> <p>Professional development will be agreed with the Chair as part of the annual process.</p>

COMPETENCY PROFILE

Expert Level	Advanced Level	Working Knowledge
<ul style="list-style-type: none"> • Strategic thinking • Financial and business acumen • Cultural humility and integrity • Relationship management • Staff leadership • Digital delivery • Product and service development & marketing • Strong written and oral communicator • Adaptable and resilient personality • Action-orientated with energy, passion and a drive for results. 	<ul style="list-style-type: none"> • Conceptual Thinking • Problem Solving • Cultural Competence • Innovation • Negotiation (in particular relating to government contracts) • Thrives on challenges and can make and implement tough decisions. 	<ul style="list-style-type: none"> • Government funding • Governance and reporting to a board • Social services sector • Te tiriti o Waitangi



RELATIONSHIPS

EXTERNAL

- National/regional/local organisations/agencies and schools
- Other national/regional organisations interested in change, loss and grief education and counselling services
- A variety of commissioning agencies
- Government departments and agencies, including but not limited to Health, Education, Social Welfare, Justice, Youth Affairs, Commissioner of Children, Te Puni Kōkiri and Pacific Island Affairs
- Iwi Māori Partnership Boards and Localities
- Hapori (communities), hapū (subtribes) and iwi (tribes)

INTERNAL

- All Skylight Managers and staff
- Counsellors

ABOUT YOU

You will have:

- Experience at a senior leadership level, preferably as a CEO or someone reporting to a board
- Experience in working in a Māori cultural context and have a competent working ability with te reo Māori, tikanga and kawa.
- Excellent interpersonal skills with the ability to foster good relationships through consultation, engagement, and partnership
- Experience expanding or enabling business
- Familiarity with the not for profit and social enterprises sectors
- Sound financial management and commercial acumen including financial reporting at a strategic level
- Tertiary qualification in a health, business or a relevant field
- Strong engagement skills with clear consideration towards valuing iwi and Māori in general to be kaitiaki (guardian) of their own identity, language, and culture.
- Demonstrated ability of working with tangata whenua, hapori, hapū and iwi, and emphasis on ōritetanga (right to be Māori) and privileging Māori worldview
- Sound judgement, discretion, and proven ability to work under pressure.

SIGN OFF

I have read and understand the requirements of this position. I agree to consult with my Manager should I not understand the key accountabilities or expectations of me. I will carry out this position to the best of my ability and understand I must meet required performance standards and targets. I accept the responsibilities of the position as outlined above.



I understand that this position description is intended as an insight to the main tasks and responsibilities required in the role and is not intended to be exhaustive. It may be subject to change, in consultation with the job holder, based on emerging priorities and shifts in organisational needs and will be updated from time to time.

Employee Name	Signature	Date
Employee Name	Signature	Date