



WRITERS SA

**Chief Executive Officer  
WRITERS SA**

Location	Institute Building, North Terrace & Kintore Ave, Adelaide SA 5000
Reporting to	Writers SA Board
Positions reporting to the CEO	Operations Manager, Marketing Coordinator, Finance Officer, Program Coordinator
Position type	Full time. This is an ongoing role, with a 12-month probation period.
Salary details	\$110,000 per annum + 11% superannuation (negotiable).
Employment period	Ongoing from commencement in early 2024
How to apply	Please submit the following information: <ul style="list-style-type: none"><li>• A cover letter outlining how you and your experience would be a good fit for Writers SA, addressing the selection criteria (no more than 4 x A4 pages at size 12 font)</li><li>• A copy of your CV</li><li>• A brief outline of your vision for Writers SA (no more than 1 x A4 page at size 12 font)</li><li>• Names and contact details of three professional referees.</li></ul> Email to Bronwyn Tilley, Operations Manager, at <a href="mailto:bronwyn@writerssa.org.au">bronwyn@writerssa.org.au</a>

**ABOUT WRITERS SA**

The vision of Writers SA is to put South Australian writers at the forefront of national literary culture.

Writers SA is based in Adelaide and has a current state-wide membership of approximately 800, including some interstate and international members.

Currently, the organisation is in the early stages of a four-year State Government operational grant with additional grant funding pending for new projects. Approximately 30% of the total revenue of the organisation is earned through memberships and workshop fees, with strong reserves.

Writers SA is committed to a diverse and inclusive workplace. We encourage applications from First Nations peoples, people from culturally and linguistically diverse backgrounds, people who identify as LGBTIQ+, and people with disabilities.

Writers SA is located on Kurna Yerta, and we acknowledge Kurna people as the original storytellers of this place. We pay our respects and give thanks to Kurna elders past and present, and to all First Nations people on whose lands we live, work and create.

ABN 40 783 458 265

[www.writerssa.org.au](http://www.writerssa.org.au) - [info@writerssa.org.au](mailto:info@writerssa.org.au)

(08) 8223 7662 - PO Box 43, Rundle Mall, Adelaide SA 5000



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## **ABOUT THE ROLE**

This is an Adelaide-based position with some work from home flexibility; travel and out of hours work may be required.

### **Key Responsibilities and Duties**

The CEO will oversee the effective delivery of the Writers SA Strategic and Business Plans. This includes the following duties:

1. Be proactive in leading the development, implementation, and review of the Writers SA Strategic Plan
2. Drive a change management process that responds to changes in core funding and the Writers SA operating model.
3. In association with key staff, ensure that Writers SA meets strategic goals and operational objectives and financial targets in annual budgets and plans approved by the Board of Directors.
4. Develop and oversee the delivery of programs, activities and services that contribute to the ongoing growth of the Writers SA financial resources and lead to ongoing sustainability and development.
5. Provide timely and accurate reports to the Board, prepare documentation and attend Board, sub-committee and members' meetings in the capacity of CEO.
6. Ensure the Board is kept fully informed about all aspects of Writers SA.
7. Develop and execute an ambitious and comprehensive fundraising program that results in sponsorship and philanthropic gifts to support Writers SA activities.
8. Develop and sustain strategic partnerships and relationships with relevant government, private and not-for-profit organisations and agencies, writers, media, and other key influencers to enhance and further the strategic direction of Writers SA.
9. Specifically manage relationships with SA universities in relation to the Writers SA new literary project.
10. Represent Writers SA as its spokesperson at public forums, functions, events and meetings, and in the development and maintenance of relationships with funding bodies, corporate donors, philanthropists and sponsors.
11. With the support of the Board, develop and deliver an annual advocacy agenda on behalf of the literary sector in South Australia.
12. Oversee all HR functions, including recruitment and supervision of staff, performance management, professional development, compliance with Writers SA policies and practices and foster an organisational culture that attracts, rewards, and retains high calibre staff.
13. Other associated duties as required.

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## SELECTION CRITERIA

1. Extensive knowledge of the Australian literature sector and publishing industry
2. Extensive networks across art forms in South Australia and Australia
3. Experience in event or festival programming, management or delivery
4. Experience in reporting to a Board
5. Effective at planning, budgeting and reporting on projects and operations
6. Effective financial management experience
7. Understanding of membership and audience development
8. Strong negotiation and communication skills
9. Track record in securing and acquitting government grants
10. Experience in private giving and philanthropy
11. Ability to deliver complex projects with multiple stakeholders
12. Values-based leadership within small team environments
13. Working with Children and National Police Clearance.

## APPLICATION PROCESS

1. When after reading through this document and visiting our website, if you have further questions about the role, contact Bronwyn Tilley, Operations Manager on [bronwyn@writerssa.org.au](mailto:bronwyn@writerssa.org.au)
2. Applications must consist of a cover letter outlining how you and your experience would be a good fit for Writers SA, addressing the selection criteria (no more than 4 x A4 pages at size 12 font); a copy of your CV; a brief outline of your vision for Writers SA (no more than 1 x A4 page at size 12 font), and the names and contact details of three professional referees.
3. Please send applications as a single Word document or PDF with your name and the position title as the document name, to Bronwyn Tilley, Operations Manager, at [bronwyn@writerssa.org.au](mailto:bronwyn@writerssa.org.au) by **5pm Monday 8 January 2024**.
4. Shortlisting will quickly take place, with interviews held promptly during the week commencing January 15th, and will be held online via Zoom.
5. The start date of this role is as soon as is practicable in early 2024.

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