

Position Description: Chief Executive Officer, Mercy Foundation

Reports to: Chair of the Board of Directors

Location: 40 Rocklands Road Wollstonecraft NSW

Employment: Full Time, 37.5 hours per week, 6 months probationary period

Salary: Base salary \$120,000 - \$130,000 per annum plus superannuation, salary packaging available.

Commitment to Safeguarding

The Mercy Foundation acknowledges and recognises that every person, whether child or adult, is valued, respected and has the right to feel safe. We have a zero tolerance to abuse. We are committed to building safe environments for all children and adults who interact with the Mercy Foundation.

All Board members, staff, contractors and volunteers are expected to uphold, practice and meet the Mercy Foundation's Safeguarding commitment and be vigilant in protecting all who engage with the Mercy Foundation.

Key Responsibilities

1. Leadership, Management and Compliance

a) Organisational Leadership

- Provide effective leadership of the Mercy Foundation, fostering a values-driven, safe, and inclusive workplace.
- Appoint, lead, and manage staff, volunteers, and contractors, ensuring clear role descriptions, annual performance reviews, compliance with safeguarding and WHS obligations.
- Ensure appropriate resourcing to meet operational needs, including workload management and specialist support.
- Facilitate regular staff meetings and address WHS matters as required.

b) Mercy Identity and Relationship with Mercy Partners and the Sisters of Mercy North Sydney

- Maintain strong, respectful communication with the founders of the Mercy Foundation, the [Sisters of Mercy North Sydney](#), and [Mercy Partners](#).
- Ensure the continuation of the Sisters' legacy and Mercy charism, including formation initiatives for the staff and Board.
- Oversee regular updates and events for the Sisters and Mercy Partners
- Lead or support significant events for Mercy Partners and the Sisters as required.

c) Governance and Compliance

- Provide timely, accurate reports and papers to the Board and to its Committees, including CEO reports, Board minutes, Finance Committee and Grants Committee documentation.
- Implement Board decisions and ensure compliance with all relevant legislation, regulatory requirements, and organisational policies.
- Maintain a comprehensive compliance calendar and ensure all statutory obligations are met (including ACNC, ASIC, taxation, insurance, superannuation, audit, and director appointments).
- Fulfil Company Secretary responsibilities in accordance with legislative and organisational requirements.
- Oversee Work Health and Safety and safeguarding responsibilities, including maintaining and reviewing policies.
- Ensure that organisational risks are identified and ameliorated or eliminated.
- Ensure all grant recipients meet safeguarding requirements as a condition of funding.

d) Financial Oversight

- Work with the Finance Manager to develop annual budgets and monitor expenditure against budget.
- Ensure adequate cash flow to meet operational requirements.
- Support the audit process and preparation of financial reports for the Board and Mercy Partners.
- Provide agendas, papers, and minutes for the Finance Committee

2. Strategic Planning and Implementation

- Work collaboratively with the Board to develop, review, and refine strategic objectives and plans.
- Lead the implementation of the Mercy Foundation Strategic Plan (2022–2026) and subsequent strategies.
- Ensure the Foundation achieves its mission through grants, programs, advocacy, education, and partnerships.
- Monitor progress against strategic priorities and report outcomes, risks, and opportunities to the Board.

3. Grants Programs

- Oversee the design, delivery, monitoring, and evaluation of [all grants programs](#), being:
 - the Grants to End Homelessness program
 - Social Justice Small Grants program
 - Modern Slavery grants
 - Partnership Grants
 - research activities.
- Ensure effective management of the Mercy Foundation's grants programs.
- Support transparent and accessible grant processes, including engagement with potential and unsuccessful applicants.
- Oversee key initiatives such as [Home in a Box](#), ensuring outcomes are delivered and aligned with strategic goals.
- Identify and contribute to sector forums, workshops, and conferences informed by research and program experience.

4. Advocacy, Partnerships and Sector Engagement

- Represent the Mercy Foundation in advocacy efforts which support required structural reform, policy changes and funding relating to homelessness, modern slavery and other social justice issues.
- Engage with relevant networks, coalitions, and reference groups aligned with the Foundation's mission.
- Contribute to and endorse policy submissions to government and other bodies.
- Influence government and community responses to social justice issues using evidence-based approaches.
- Use public platforms, including media, social media, and the Foundation's website, to articulate the Foundation's positions and priorities.

5. Stakeholder, Donor and Communications Management

- Build and maintain strong relationships with donors, partners, sector stakeholders, and aligned organisations.
- Ensure timely acknowledgment of donations, including receipts and communications.
- Oversee donor communications, including newsletters, e-newsletters and events.
- Ensure donor and stakeholder databases are maintained in compliance with privacy and regulatory requirements.

- Oversee the ongoing development and refresh of the Foundation's communications platforms, including the website.
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6. Key Relationships

- The Chair, Board of Directors and Board Committees
 - Staff and volunteers
 - Mercy Partners
 - Sisters of Mercy North Sydney
 - Donors and philanthropic partners
 - Government, sector networks, and advocacy partners
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7. Selection Criteria

The successful candidate will bring:

- Values-driven leadership aligned with Mercy charism and a strong commitment to social justice
- Relevant tertiary qualifications in management, social work, or a related discipline OR equivalent experience, knowledge and skills
- Significant senior leadership experience within the not-for-profit, community, or social justice sector
- Demonstrated strategic and systems-thinking capability
- Proven expertise in governance, financial management, and regulatory compliance
- Highly developed communication skills, with a proven ability to engage and influence a wide range of stakeholders

The ideal candidate will also demonstrate deep knowledge and expertise in developing evidence-based strategies to end homelessness and/or end modern slavery in Australia.

How to apply

Prepare a cover letter of no more than two pages outlining how you meet the selection criteria above, and any experience or skills that align with this detailed Position Description.

Email your cover letter along with your resume to Annabel Senior, Chair, Mercy Foundation via email office@mercyfoundation.com.au.

Closing Date: Friday, 27 February 2026