

POSITION DESCRIPTION

GENERAL MANAGER Learning Difficulties Australia

National Role – location negotiable

Part-time – 2 days per week

Application Process: To apply for the position please provide your resume and a covering letter addressing the selection criteria and outlining your expertise and interest in this opportunity and complete the application form at <https://www.ldaustralia.org/2023-gm-position/>.

For further information contact:
enquiries@ldaustralia.org

Organisation History

Learning Difficulties Australia (LDA) was established in 1965 as the Diagnostic and Remedial Teachers' Association of Victoria. In 1987 it became an Incorporated Association under the name of the Australian Remedial Education Association, and in 1994 the Association was renamed the Australian Resource Educators' Association. There was a further change of name in 2001, when it adopted the current name of Learning Difficulties Australia. Its Journal, the *Australian Journal of Learning Difficulties (AJLD)*, was first established in May 1969 under the name Remedial Education (1969 to 1972), and then the Australian Journal of Remedial Education (1973 to March 1996). It was renamed the Australian Journal of Learning Disabilities in June 1996. In 2008 publication of the Journal was taken over by Taylor and Francis, a leading publisher of academic Journals, when it adopted its current name of the *Australian Journal of Learning Difficulties*.

General Manager Role Context

This recently created role is in response to addressing the increasing pressures on operating such an integral association in today's complex environment. A recent review identified several emerging challenges that LDA faces, and the importance of maturing the organisation beyond the great volunteer support it has enjoyed and in addition, expanding its reach and influence with the support of a general manager.

Mission and Vision

Learning Difficulties Australia is an association of teachers and other professionals dedicated to assisting students with learning difficulties through effective teaching practices based on scientific research, both in the classroom and through individualised instruction.

Our aims are:

- To promote understanding in the community of the complex nature of learning difficulties and the need for intervention to be carried out by qualified and expert professionals.
- To support professionals in the field through high quality professional development programs and publications so that all members have access to theoretical advances and well researched teaching strategies in the field of learning difficulties.
- To support and promote scientific evidence-based research that will advance understanding of the theory and evidence underlying effective teaching practice for students with learning difficulties.
- To liaise with other related associations, thereby promoting co-operation and inter-disciplinary exchange of ideas.
- To advocate for improved services to students experiencing difficulties with learning through advice to relevant organisations and submissions to government bodies.
- To promote excellence in the field by recognising outstanding contributions through the following annual awards: the Mona Tobias Award, the Bruce Wicking Award, the Rosemary Carter Award and the Tertiary Student Award. There are also two annual awards of the AJLD: the Eminent Researcher Award and the Early Career Researcher Award.

Governance

Learning Difficulties Australia (LDA) is a not-for-profit association incorporated under the Victorian Associations Incorporation Act 1981. LDA is managed by the LDA Council consisting of five (5) honorary officers and nine (9) members, who are elected each year at the Annual General Meeting. The Honorary Officers, who must be voting members of the Association, are the President, two Vice-Presidents, the Treasurer, and the Secretary. Management and control of the business and affairs of LDA is vested in the Council which may do all such things required to be done by the association, and as are prescribed in its Constitution. The LDA Council may make, vary and repeal standing orders or Rules on the conduct and management of the Association and of any of its committees.

Position Overview

The General Manager (GM) will be responsible for managing the overall operational, secretariat and administrative functions with appropriate support as required. Importantly, the GM will need to ensure that LDA develops in a way that ensures a sustainable association. Primarily, financial sustainability is expected to be achieved through increased professional learning services and membership growth – being the two most significant revenue generating functions currently available.

The GM will be committed to the values and purpose of LDA and carry out their responsibilities in accordance with the directions and policies established by the Council. The GM will support the LDA President and Council in delivering LDA's objectives. The GM will report to the President and will meet with the Council Executive on a monthly basis. Unless otherwise approved by the President, the President is responsible for public comments on behalf of LDA.

As a national body, without a head office, the GM will be required to largely operate from either their own premises or at a serviced office. Whilst LDA operates predominantly via electronic methods (phone, video conference, email) there will be a need for some interstate travel – to meet with Council members and in pursuit of LDA's growth objectives.

Personal Qualities and Experience

LDA is currently experiencing an exciting period of change. LDA is searching for an experienced General Manager who is a change manager, to develop, grow and mature our service to ensure future financial sustainability.

The GM will need to demonstrate experience in successfully delivering in a similar role/s, and have experience working in the Not-For-Profit sector. Whilst detailed knowledge of the learning difficulties sector is not essential, there is a need for an appreciation of the sector, the role that LDA plays within the sector, and a willingness to adopt and espouse LDA's Code of Ethics. The applicant will also need to present capability in working with a diverse leadership – including an appreciation of the school and academic sectors.

Key personal qualities include:

- Excellent organisational and communication skills, including an understanding of marketing and branding
- Experienced in working with a volunteer governance structure – council and committees
- Demonstrated financial acumen and understanding of what is required to ensure a sustainable financial operation
- Excellent interpersonal skills including, representation, stakeholder management, negotiation, networking and collaboration skills
- Advanced project management skills

Key Performance Criteria

The GM will be assessed against key performance criteria that Council has identified as critical to the success of LDA

The key performance criteria include:

- **Serve the Council:** Work effectively with the President, Council members, and committee convenors, to develop and implement the strategic plan for LDA to achieve its goals. Work with the Treasurer to develop annual budgets and to assist with the quarterly reporting to Council.
- **Governance:** Support the governance, compliance, reporting, administrative, financial and secretariat duties of LDA. In conjunction with Council, manage the development and implementation of a revised constitution, operating processes and business structures that best fit LDA now and into the future, including compliance with legal obligations.
- **Operational and financial responsibility:** Oversee the effective management of LDA (including the direct management of the Business Administrator and the Education Manager) aligned to ensuring financial

sustainability of the organisation. Develop strategies and systems to enhance performance and service and the development of Council approved revenue generating activities.

- **Marketing and Communications:** Develop and deliver a marketing and communications plan to include a clear, easy to navigate website and seamless integration of social media feeds. Build a growing base of engaged consumers of LDA information, including both members and active social media followers.
- **Professional Learning:** Enhance and expand professional learning services (in liaison with the Convenor of the Professional Development Committee and the LDA Education Manager).
- **Publications:** Promote and support the dissemination of information on LDA's key publications, the Journal, the Bulletin and the e-News.
- **Consultants:** Facilitate the provision of specialist teacher tuition to students with learning difficulties by our specialist Consultant members via the LDA Online Service (ORS).
- **Partnerships:** Identify opportunities and secure sponsors, partners and grants as appropriate. Develop and enhance partnerships with stakeholders to achieve LDA's strategic goals as well as engaging with other like-minded organisations across the sector.
- **Grow the Association:** Expand the membership base and enhance membership satisfaction in all categories of membership and in all states. Identify and report to Council on growth opportunities in line with LDA's strategic plan and objectives.

It is requested that applicants respond to these criteria in submitting their application.

To apply please submit your details via <https://www.ldaustralia.org/2023-gm-position/> including the names and details of three (3) referees.