



Royal Geographical Society
of South Australia Inc.

JOB VACANCY

DIRECTOR

The Royal Geographical Society of South Australia (RGSSA) wishes to appoint a foundation Director. This is a very important appointment for the RGSSA, an organisation which celebrates its 137th birthday in 2022. As the RGSSA embarks on a new era of impact and expansion, it seeks an outstanding and proven leader who will not only help to run the Society effectively but also spearhead the Society's rejuvenation and growth.

The Role

The Director is the Chief Executive of the Society, reporting directly to the President and the Council. The Director is expected to provide leadership and management to enhance:

- the reputation of the Society as well as geography more generally,
- the experience of a growing number of members,
- the financial position of the Society,
- productive connections with kindred organisations, and
- the Society's impact on the community through its research, resources, events, programs, publications, and awards.

The Director will be a key contributor to the development and execution of the Society's strategy and major decisions that arise as part of the Society's operations. Working closely and collaboratively with the Society's President and Council, the Director will also have day-to-day oversight of the Society's activities, most of which are undertaken by a group of dedicated volunteer Office Assistants (x 2) and volunteer Library staff (x 7) who the Director will manage.

The Society is a learned society, a membership organisation, a charity, and a voluntary, not-for profit organisation, which means that the responsibilities and activities of the Director are wide ranging. Moreover, as a first point of contact and public face of the Society, the Director will need to have the ability and confidence to deal tactfully with a wide variety of people, both within and without the Society.

NOTE: *The Terms and Conditions of this engagement are yet to be determined (including salary, benefits, fraction etc.).*

STREET ADDRESS	POSTAL ADDRESS	OFFICE	LIBRARY	WEBSITE
Mortlock Wing	PO Box 3661	Tel (08) 8207 7265	Tel: (08) 8207 7266	www.rgssa.org.au
State Library of South Australia	Rundle Mall	Email: admin@rgssa.org.au	Email: library@rgssa.org.au	
North Terrace, Adelaide S.A., 5000	Adelaide SA 5000 , Australia			
ABN 93 978 549 002	Trustee RGSSA Scholarship Fund ABN 62 265 930 313		DGR for RGSSA Library Fund ABN 93 978 549 002	

Director's Responsibilities within the Society

1. Work in collaboration with the President and Council to drive the Society's strategic development and facilitate the fulfilment of the Society's mission at both a strategic and operational level;
2. Lead on the implementation of the Society's strategic and financial plans, including developing annual work plans and meeting agreed performance targets;
3. Provide effective and empathetic leadership to the Society's volunteers, recruiting, developing, and empowering colleagues and promoting diversity, equality and inclusion;
4. Work with volunteers to support the efficient and effective running of the Society's Office, including management of correspondence and social media, oversight of the AGM, award presentation functions, , and records management practices etc;
5. Oversee the efficient management of the Society's assets, including its extensive and valuable Collections, and work with the Treasurer to ensure that financial processes and reporting are robust;
6. Ensure that the Society complies with its statutory and regulatory obligations (e.g., equal opportunities, workplace health and safety), in a timely and effective manner, including the preparation of annual reports and financial statements, and the regular review of risks and the implementation of mitigation strategies;
7. Attend and play an active role in the meetings of Council and its Committees (as appropriate), assisting Committee Chairs to resolve operational matters, and supporting continuity within the context of regular changes amongst the elected members;
8. Lead the Society's marketing and fundraising, seeking and developing opportunities for growth and income diversification (e.g. grants; digital assets/NFTs) across the range of the Society's activities, and foster prospective donations;
9. Be alert to changes in the external environment and lead the development of new initiatives as opportunities arise.

Director's Broader Responsibilities

1. Represent and act as a spokesperson for the Society in the media, at political and administrative levels within government, at fellow learned societies, and with other stakeholder groups;
2. Promote and advocate for geography and the Society, demonstrating the value that geography brings to society, the economy, and the environment;
3. Ensure that the Society engages with and supports stakeholder groups in research and higher education, expedition and field science, school education, the professional workplace, and amongst policy makers and the public;
4. Work co-operatively with stakeholder geographical communities in Australia and overseas to advance geographical understanding and education;
5. Engage with the membership at all levels and encourage volunteer involvement with the Society;
6. Encourage and engage in activities that promote Geography and the Society to students, their teachers, and the wider public to aid recruitment into the discipline and the Society and their long term wellbeing;
7. Continue to develop the Society's external profile and standing.

The Successful Candidate

The role of Director calls for a wide range of abilities. The successful candidate will demonstrate a willingness to develop additional skills to meet the needs of the Society as they evolve over time, as well as an ability to work collaboratively with the President, Council, and volunteers, drawing upon their knowledge and expertise for the benefit of the Society.

The successful candidate will be an engaged geographer, with credibility to the geographical community, and the ability to be a compelling advocate for the discipline with a wide range of stakeholders. S/he will be able to show a commitment to the objectives of the Society and its range of activity and interests. They should also be able to satisfy the selection criteria set out below.

Selection Criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged and it is in your interest to ensure that you cover these areas in your application.

Essential

1. Postgraduate degree in geography or cognate discipline (preferably at doctoral level), coupled with an extensive and broad understanding of the discipline and its cognate fields.
2. Experience as a successful advocate of the discipline of geography.
3. Proven competence in managing financial and non-financial resources in a complex organisation, preferably accompanied by appropriate formal qualifications (e.g. management, finance).
4. A demonstrated track record of developing and executing successful strategic change.
5. Significant record of organisational leadership within diverse teams, particularly involving volunteers.
6. Excellent interpersonal, negotiation, and relationship management skills across all levels, including the ability to work collaboratively with the Society's President and Council, as well as diverse volunteers and stakeholders.
7. Demonstrated skills in stakeholder engagement and negotiation.
8. Excellent written, oral, and graphic communication skills. IT skills, with a good working knowledge of Microsoft Office, are expected.

Desirable

1. Comprehension of Australian educational and geographical governance arrangements.
2. Understanding of Australian government relationships (state, federal, and local).
3. Understanding of Australia's historical trajectory.
4. Proven record of attracting grants and philanthropic and/or partnership donations.
5. Not-for-profit managerial experience in a sector relevant to the activities of the Society.
6. Sound knowledge of marketing.
7. Experience in scholarly/popular publishing, copyright, and effective mass media communication.

EEO Statement

The RGSSA is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all members and visitors with a safe, respectful and rewarding and flexible environment free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The RGSSA makes decisions on employment, promotion, and reward based on merit.

Further Information and How to Apply

Information about the Society and its activities, including the 2021-2025 Strategic Plan, is available on its website at: <https://rgssa.org.au/>

If further information about the role is required, please contact the RGSSA Immediate past President, Mr Rod Shearing OAM, on phone 0419813228 or by email at shearing@adam.com.au.

In order to apply, please submit a curriculum vitae, a 1-2 page covering letter, and a more detailed document setting out clearly how you meet the selection criteria. All information will be treated as strictly confidential. Your application should be submitted by email to president@rgssa.org.au citing 'Confidential: Application for RGSSA Foundation Director'.

Applications are required no later than 1 July 2022.

Additional Information About the Society and the Role

The RGSSA is registered with the Australian Charities and Not for Profits Commission (ACNC) as a learned society and professional body for geography and geographers. The Society was founded in 1885 and has become one of the largest resources of (historical) geographical information in Australia with an internationally significant library. Today the Society supports, promotes, and advances geographical education, research, fieldwork and scientific expeditions, and public understanding of geography in policy. It is an advocate for the discipline to government and business. Members and the public support the ACNC status intellectually, financially, and as volunteers.

The Society has a membership of approximately 300, including 30 specialist researchers. Its activities embrace the wider public, internationally, and nationally, and other state and national cultural institutions. The Society provides opportunities for professional development for practising geographers. The Society also publishes a very longstanding scholarly journal, and the popular regional guidebooks and, from time-to-time, reproductions of items from its collections. The Society's catalogue of its significant geographical collection of around 26,000 maps, images, books, manuscript archives, and artefacts is available online. The Society is a member of the Australian Bibliographic Network. It works closely with the Australian Academy of Sciences' National Committee for Geographical Sciences and liaises with many state and international geographical and historical associations. The Society seeks to empower others through grants in support of research.

The Society has a licence agreement with the Libraries Board of S.A. Inc., to occupy a finite space in the State Library Buildings, North Terrace Adelaide, S.A. from 2016, for forty years, at a 'peppercorn' rent.

The RGSSA Office, located in the Mortlock Wing of the State Library of South Australia, is the hub of the Society's activities. It attracts a wide range of people from all walks of life, including ambassadors, senior public servants and academics, chief executives and well-known scholars, adventurers, travellers, and the media. The Society is generally volunteer based with a number of committees advising and acting on behalf of Council. These include Strategic Implementation Committee; Engagement and Communication Committee; Research, Publications and Awards Committee; Library Collection Management Committee; and a Programs Committee which arranges the Society's popular lectures and events.

The Office is busy and friendly and requires excellent organisation. Volunteer staff organise the Society's monthly lecture program; the Annual General Meeting; the yearly awards and medals process and ceremony, and meetings of Council. The Office also deals with non-routine correspondence with members. It is envisaged that volunteer staff will also provide essential support for the Director in his/her overall management of the Society and its volunteers, in the implementation of the Society's strategy, and in the activities for which the Director takes direct management responsibility.