



372 Spencer Street
 West Melbourne VIC 3003
 ABN: 98 957 157 895

Position Title:	Partnerships and Community Engagement Manager
Incumbent:	This role is a maternity leave cover
Accountable to:	Board of Governance through the Chief Executive Officer
Reports to:	Chief Executive Officer
Area:	Operations and Service Development
Supervisory Responsibilities:	Communication Coordinator
Employment conditions:	<p>Maternity leave cover – contract role up to 12 months at 0.8 EFT</p> <p>Superannuation contributions calculated on 9.5 % of gross salary plus attractive salary packaging opportunities available to the NFP sector apply</p> <p>WIRE is exempt from the sections 16, 107 and 182 of the Equal Opportunity Act, No H68/2013</p>
Hours of Work:	<p>Monday – Friday</p> <p>Business hours between 8.00 – 6.00 pm</p> <p>30 hours per week</p> <p>Family friendly flexible work practices are supported</p>
Classification:	<p>Social, Community, Home Care & Disability Services Industry Award 2010 Sector Award Level 7 increment level dependent on experience.</p>
Performance Review:	<p>Review of the position description will occur in the event of any major changes to current funding arrangements or annually.</p>
Version Number:	3
Version updates	August 2018
Approved by:	Board of Governance
Date:	August 2018

ABOUT WIRE Women's Information

WIRE's vision is for a society where women are safe, respected, valued, informed, empowered and free to make genuine choices in their lives.

WIRE holds a unique place in Victoria's service delivery system. WIRE is the only Victorian wide women's service that provides information, support and referrals to **all** women on **any** issue. We are a committed feminist organisation that provides best practice gender informed service delivery, research and training and a non-stigmatising service delivery entry point for thousands of women every year. We are proud of who we are, the service we provide and what we have been able to achieve.

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WIRE is a small organisation but our impact ripples throughout Victoria. With over 75 active volunteers and 14 staff we provide services to women that changes lives.

WIRE's services for Victorian Women:

Women's Information Centre (9.30 am – 4.30 pm Monday to Friday)

- Face to face support without appointment
- Legal clinics
- Employment programs
- Financial planning clinic
- Computer tuition
- Public access computers and free Wi Fi

Women's Support Line (9 am – 5 pm Monday to Friday)

- Phone, real time online and email support

AMICA Club: Homeless and Isolated women's Lunch and Activity Program

- Tuesday to Thursday 11.30 – 3pm

Financial wellbeing

WIRE is running several programs that focus on women's financial wellbeing:

- Women and Money - website for fiancé professionals on working with women around money
- Financial capability program development
 - Senior women and money
 - Learn Local - Purse Project training

Research:

Most recent research areas:

- Financial abuse in the context of family violence
- Building respectful financial relationships within intimate partnerships

Training for WIRE volunteers

WIRE is a nationally recognised training organisation. WIRE provides high quality training to all our Women Support Line volunteers that is respected throughout the sector.

Training social enterprise

WIRE also provides tailored, in-house training to professionals across sectors on issues such as family violence, dealing with difficult calls and working with women.

Family violence prevention

Whilst many of WIRE's activities creates increased gender equity and contributes to ending family violence, WIRE does run specific family violence prevention programs.

- Current program - Lead for Change

Information and resource distribution

- Resource website available 24/7
- Information booklets developed for women ,written in plain English on issues such as family violence and stalking
- Fortnightly e- bulletin with over 3,500 subscribers

Advocacy

We listen to women and amplify the voices of women telling their story through our research and work with government and the community.

PURPOSE OF ROLE

The Partnerships and Community Engagement Manager is a vital and strategic position for WIRE. Its purpose is to enable WIRE to maximise its impact and deliver on its vision by increasing our capability and sustainability in line with WIRE's strategic direction.

The Partnerships and Community Engagement Manager will be responsible for:

- Increasing WIRE's brand recognition across in the community and with current and potential WIRE funders and supporters
- Identifying and creating opportunities for increased exposure and new business either through strategic partnerships, government funded programs and services or through commercial fee for service opportunities
- Managing the day to day operations of WIRE's training social enterprise and scaling this business to increase both revenue and social impact
- Proactively sourcing new revenue streams

Roles & Responsibilities

To meet these responsibilities you will:

- Develop, implement and monitor an organisational strategy across marketing, business development and promotional plans in conjunction with the CEO, the Communications Coordinator and the Board Strategic Fundraising Sub-Committee
- Identify, target and develop strategic stakeholder relationships that are aligned to WIRE's overall strategy that will assist WIRE to deliver its vision
- Proactively network with key stakeholders in government, funding bodies, business and community leaders to identify and actualise capacity building opportunities
- Identify and formalise strategic alliances that will enable WIRE to build its capacity and deliver on its vision
- Positively position and market WIRE as the 'go to' Victorian service for women
- Work collaboratively with the CEO, Communications Coordinator and other staff as required to identify and implement opportunities to increase the profile of WIRE

- Represent WIRE at a senior level at events and meetings as required and positively represent WIRE at tender pitches and events
- Oversee and work with the Communications Coordinator and Financial and Administration Coordinator to develop and maintain a database of stakeholder and funder contacts
- Work collaboratively with the CEO to identify emerging or ongoing opportunities and risks to the WIRE brand and its ongoing sustainability
- Promote and scale WIRE's training social enterprise and work with potential customers to ascertain their training needs, determine the scope of work and provide quotes.

KEY SELECTION CRITERIA

Academic Qualifications:

Essential
A tertiary qualification in a relevant discipline i.e. Community Development, Business or Marketing

Work Experience:

Essential	Desirable
Proven business development and relationship skills	Knowledge and prior experience in the Not for Profit sector
Experience in promotion and marketing	Demonstrated success in a leadership position
Collaborative team member that can take a leadership role and empower team members to achieve	Demonstrated knowledge of social media and social marketing
Proven track record of having effective and productive relationships with stakeholders	
Understands the issues faced by women in our community	
Experience in fundraising	
Track record of meeting targets and prioritising work	
Proven excellent presentation skills written and oral	
Self-directed to achieve individual, team and organisational goals	
Proficiency with Microsoft office suite including Word, Outlook, Excel and PowerPoint	
Experience and/or knowledge of working within social enterprise	

Personal capabilities:

<ul style="list-style-type: none"> • Confident communicator – presents clear and logical arguments • Creative and innovative - generates ideas and options • Resilience - able to acknowledge success as well as refocus after disappointment and move to new target • Determined – researches options, deals with obstacles and develops clear goals • Empowering - encourages others to achieve or exceed organisational goals by delegating sufficient authority, responsibility and accountability and by providing support • Analytical – takes a systematic approach when building and creating opportunities

Relationships

With	Purpose
Chief Executive Officer	Reports to

Communication Coordinator	Direct report
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