

## Director, Engagement & Impact

### Position description

<b>Position title</b>	Director, Engagement & Impact
<b>Position reports to</b>	Chief Executive Officer
<b>Employment status</b>	Fixed term – 3 years
<b>Hours</b>	Part-time 0.8 FTE
<b>Salary range</b>	\$109,000 - \$114,000
<b>Award &amp; classification</b>	Social Community Home Care & Disability Services (SCHADS) Award, Level 8
<b>Location</b>	118A Carlisle St, St Kilda + flexibility to work remotely

### Position summary

This is an exciting new role at Southside Justice which is designed to strengthen engagement with stakeholders, and to identify opportunities to increase the organisation's influence and impact.

The Director of Engagement & Impact will take a key role in supporting the organisation to deliver on its five-year Strategic Plan by working closely with the Chief Executive Officer to establish annual strategic priorities for Southside Justice, implement an updated approach to stakeholder engagement, and oversee the Monitoring, Evaluation and Learning (MEL) framework.

In this strategic role, we're looking for a leader and collaborator with demonstrated passion and energy in designing and delivering activities that will support Southside Justice's purpose and role in creating a more just and equitable community.

The successful candidate will be an experienced senior manager, collaborative leader and strategic thinker who is able to facilitate the effective translation of strategic priorities into planning and reporting processes which support the management of Southside Justice's priorities and deliverables.

### Responsibilities

The key responsibilities of the position include:

- Lead the implementation of a refreshed approach to stakeholder engagement and oversee and support delivery of the approach across the organisation.
- Build and maintain strong relationships with stakeholders, including funders.
- Oversee the implementation of Southside Justice's Monitoring, Evaluation and Learning (MEL) framework and continue to expand on this work.

- Identify issues and opportunities related to and impacting service delivery, stakeholder relationships, and funding.
- Prepare comprehensive submissions and reports that attracts support and showcases our impact.
- Assist with communication and marketing activities, for example, creating context for e-newsletters and the Annual Report.
- Represent Southside Justice externally at meetings, conferences and presentations as required.
- Perform other duties as directed and necessary to the proper performance of the role.

*This job description outlines the current duties and responsibilities of the position. These will be reviewed on a regular basis with the position holder and are subject to change according to the needs and priorities of Southside Justice.*

## **Selection criteria**

### **Qualifications**

- Relevant tertiary qualification in law, social or public policy or other relevant field.

### **Essential skills & experience**

- Experience in leading or contributing to strategic and operational planning processes and delivering outcomes in line with organisational vision and objectives.
- Demonstrated ability to build and manage stakeholder relationships, including the ability to effectively navigate stakeholder conflicts and differences.
- Experience or interest in designing, implementing and evaluating initiatives and projects that deliver both short-and-long change and impact.
- Exceptional written and verbal communication skills.
- Highly developed problem-solving, conceptual, and analytical skills, along with close attention to detail.
- Highly organised, with the ability to self-manage, prioritise tasks, and manage competing demands under minimal supervision.

### **Desirable skills & experience**

- Experience or knowledge of the legal assistance sector.
- Experience or knowledge of fundraising and/or Government budgetary processes and policy priorities.

## Benefits & culture

- 5 weeks paid annual leave (17.5% leave loading), plus bonus leave in between Christmas and New Year
- 16 weeks paid parental leave, plus paid superannuation for 12 months
- Salary packaging
- Hybrid and flexible working conditions
- With 100% of our team strongly agreeing that Southside Justice is a great place to work we can provide a culture of a values driven, inclusive and positive workplace.

## Other relevant information

- To be eligible to apply for this position you must have the right to work in Australia (i.e., be an Australian or New Zealand citizen, permanent resident or hold a valid work permit or visa).
- All appointments are subject to reference and pre-employment checks. A preferred candidate with an adverse employment history or criminal record will not necessarily be precluded from employment with Southside Justice and each application will be considered on its merits. Pre-employment checks for this position may include:
  - You may be required to consent to a police check.

## To apply

To be considered for this role, please email a **current resume** and **cover letter** which outlines your suitability for the role with reference to the selection criteria and your experience against the key responsibilities (cover letter within three pages) to [meldye@southsidejustice.org.au](mailto:meldye@southsidejustice.org.au)

Applications close by **9am** and **Monday 13 May 2024**.

If you would like to discuss this role in more detail, please contact Mel Dye, CEO via email or 0402 486 048.