

Position Description

Title	Senior Manager, Social Enterprise
Business Unit	Partnerships, Training and Enterprise
Location	130 Lonsdale Street, Melbourne
Employment type	Full Time, Ongoing
Reports to	General Manager Partnerships, Training & Enterprise

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 140 years. We work alongside people of all ages in local communities in Victoria and Tasmania. Our services reach to Albury-Wodonga in the north, Mallacoota in East Gippsland, the Wimmera region in the west, and across Tasmania.

We empower children, young people and families to learn and thrive. We're there for people experiencing homelessness, drug and alcohol addiction or mental illness. We support people with disabilities to live the life they choose. We assist older people to maintain their independence and enjoy life. We provide opportunities to access training and meaningful employment. We're proud to welcome and support asylum seekers to our community. We work to empower people with the information, skills and tools they need to live a healthy, happy life.

As an organisation, we work in solidarity with Aboriginal and Torres Strait Islander people as Australia's First Peoples and as the traditional owners and custodians of this land.

We celebrate diversity and value the lived experience of people of every ethnicity, faith, age, disability, culture, language, gender identity, sex and sexual orientation. We welcome lesbian, gay, bisexual, transgender, gender diverse and non-binary, intersex, and queer (LGBTIQ+) people at our services. We pledge to provide inclusive and non-discriminatory services.

Our purpose: To inspire people, enliven communities and confront injustice.

Our values: We are imaginative, respectful, compassionate and bold

1. Position purpose

Uniting Vic-Tas has several Social Enterprises (SEs) across several industry sectors. Currently, these include TADPAC and Fire & Clay. TADPAC is a professional printing disability SE located in Hobart, Tasmania. Fire & Clay is also a disability SE which manufactures handmade ceramics and is in Lilydale, Victoria. There are opportunities to further Uniting's mission by developing and scaling these enterprises to deliver substantial financial and social outcomes. These outcomes will enable Uniting Vic-Tas to develop and support new social enterprises that align with its human service activities. The purpose of the position of Snr Manager Social Enterprises is to:

- Drive and develop a culture of social entrepreneurship.
- Build the capacity of the existing social enterprises to enable them to deliver financial outcomes and decrease their dependency on funding from Uniting Vic-Tas.
- Grow and diversify Uniting Social Enterprises.
- Provide leadership and mentoring to the staff working in the SEs.
- Oversight the scope, budget and schedule of SEs.

2. Scope

Budget:

\$2 million (Approximately)

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People:

3 Direct reports: Fire and Clay Coordinator, Disability Services Coordinator and Business development manager – Tadpac

Approximately 50 FTE Non-direct reports and volunteers

3. Relationships

Internal

- Program Managers
- EP&D Team and Partnerships and Development Division
- Senior Leadership Group
- Executive Officers and Group Managers
- Business Partners

External

- Customers
- Corporate partners
- Networks and Committees
- Key partners, community services networks and peak bodies
- Uniting Church of Australia – Synod of Victoria and Tasmania (including presbyteries, congregations, and ministries), Uniting Care Australia and related collaborations

4. Key responsibility areas

Functional

- Assist in building the capacity of SEs to transition from Disability Services to commercially viable Social Enterprises.
- Monitor and advise on the business processes within the SEs to ensure they align with best practice - including Marketing, Sales, Customer Service, Operations, Financial and Human Resource.
- Assist the teams within the SEs to develop short term (30 day) and medium term (90 day) rollout plans to achieve growth targets.
- Ensure the SEs balance financial returns with social outcomes.
- Assist the supervisors of the SEs to manage resources.
- Develop and monitor of budgets for the SEs.
- Provide mentoring support to the supervisors of the SEs.
- Report to the leadership team on the performance of the SEs including financial and social outcomes.
- In partnership with the senior leadership team develop annual Strategic Business Plans for the growth of SEs and the rollout of new SE opportunities.
- Ensure that the SEs develop an accessible and inclusive training /work environment for people with a disability.

Legal requirements & risk management

- Ensure all legal, and funder requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child safety).
- Identify, report, manage and respond to emerging issues in an appropriate and timely way.
- Contribute to and promote a positive safety culture by taking reasonable care for your own and other's health and safety.
- Foster a culture where risks are identified and appropriately managed.
- Report areas of serious risk to next level supervisor and work together to mitigate those risks.

Leadership and practice

- Grow the existing SE's to diversify service offerings, products and tools.

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- Develop Business cases and strategic plans for new growth opportunities and SE's.
- Drive the implementation and strategic plans for new growth opportunities and SE's
- Develop and implement leading practices and effective process governance.
- Provide support, guidance, coaching, leadership, and empowerment to the team including feedback through performance reviews and regular supervision.
- Undertake regular supervision and performance review with line manager, providing feedback to promote collaborative working relationships.
- Promote and maintain a positive, respectful and enthusiastic work environment.
- Provide authentic team leadership and the highest level of professional conduct in alignment with Uniting's values.
- Oversee the performance of direct reports and provide regular informal feedback and formal feedback (both positive and constructive) during Supervision, six-monthly and annual performance reviews.
- Mentor, support and empower direct reports to continuously grow and develop their skills in accordance with Uniting values, goals and capability framework.
- Oversee and approve recruitment recommendations for the relevant programs to ensure suitability and cultural fit.
- Cultivate a supportive and respectful team culture that inspires people, enlivens communities and confronts injustice.
- Ability to travel nationally and internationally if required.

Administration

- Work with Managers and Admin support to deliver on all requirements of work secured and reporting requirements.

Personal accountability

- Compliance with Uniting's values, code of conduct, policies and procedures and relevant government legislation and standards where relevant.
- Cooperate with strategies to actively ensure the safety, protection and well-being of children who come into association with us.
- Ensure appropriate use of resources.
- Work collaboratively with Uniting (Victoria Tasmania) employees and external stakeholders in accordance with Uniting's values and professional standards of behaviour.
- Actively participate in initiatives to maintain, build upon and promote a positive and collaborative workplace.
- Identify opportunities to integrate and work collaboratively across teams.
- Take reasonable care for your own health and safety, and health and safety of others (to the extent required).
- Promote a positive safety culture by contributing to health and safety consultation and communication.
- Promptly respond to and report health and safety hazards, incidents and near misses to line management
- Attend mandatory training sessions (i.e., equal employment opportunity, health, and safety) and mandatory training specific to position.
- Declare anything that you become aware of through the course of your engagement which may impede your suitability to work with children and/or young people.
- Declare any potential or actual conflict of interest that you become aware of through the course of your engagement:
 - Based on a relationship with a current member of Uniting's workforce
 - Based on my ongoing work with another organisation

5. Performance indicators

- Meet the financial requirements of the business.
- Develop and grow social enterprises that will contribute to social impact, and developing business opportunities partnering with appropriate organisations.

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- Build sustainable relationships to contribute to Uniting's strategic objectives and mission.

6. Person specification

Qualifications

- Bachelor level in relevant professional discipline (required)
- Master's level in management or equivalent (preferred)

Experience

- Tertiary qualifications and /or experience in managing small business.
- Knowledge and understanding of Social Enterprise.
- Project Management skills.
- Demonstrated leadership skills including staff supervision.
- High level computer skills including competency in MS Excel and familiarity with digital project management platforms/tools.
- Networking skills.
- High level customer service/sales skills (**desired**).
- Experience in working with people with a disability.
- Commitment to social justice and human rights especially with regards to people with a disability.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- **Leadership and Teamwork** - High level leadership and management capability, with an ability to develop, articulate and deliver business plans, align teams and provide effective people management.
- **Social Enterprise Experience and Commerciality** - High level of business Development, acumen and commerciality and experience operating high performing social enterprises.
- **Communication and Engagement** – Highly developed written and oral communication skills; remaining authentic to the mission of the business and confidently communicates the need for change.
- **Change and Resilience** - Deals positively with uncertainty, coping effectively in a complex environment, determining a course of action despite lack of clarity, helping others adapt to ensure a smooth transition.
- **Cultural Safety** - Actively promotes reviews of service delivery and working environment for increasing compliance with external cultural safety compliance and accreditation Standards.
- **Stakeholder Relationships** – Proven ability to partner and build collaborative relationships and networks improve the effectiveness of service delivery or area of expertise.
- **Critical thinking** - The proven ability to be decisive and deliberate in how you respond in a certain situation or environment depending on the context or information provided

7. We are a child safe organisation

Uniting is a child safe organisation and is committed in everyday practice to ensure the safety and wellbeing of all children, at all times. As a child safe organisation, employment with Uniting is subject to a satisfactory national (and international where relevant) police check and relevant Working With Children Check (and NDIS Worker Screening Check where relevant) to your State prior to commencement of any paid or unpaid work and/or participation in any service or undertaking.

This position description is subject to review and may change in accordance with Uniting's operational, service and consumer requirements.

8. Acknowledgement

I have read, understood, and accepted the above Position Description

Employee

Name:	
Signature:	
Date:	