

Position Description

Title	General Manager
Business Unit	Community and External Relations
Location	130 Lonsdale Street, Melbourne 3000
Employment type	Full-time Ongoing
Reports to	Chief Executive Officer

About Uniting

Uniting Vic.Tas is the community services organisation of the Uniting Church. We've been supporting people and families for over 100 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 disability 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

Reporting to the Chief Executive Officer, this role leads all Uniting's advocacy, communications, brand, fundraising and marketing activities.

As a member of the Executive Leadership Team lead, shape, inspire and influence the organisation to achieve Uniting's vision, purpose and strategy.

2. Scope

Budget:

Annual expenditure of around \$5.8m

People:

3 direct reports:

- Senior Manager Planning and Internal Partnerships
- Senior Manager, Channels and External Partnerships
- Manager, Advocacy and Public Policy

There are also project-related positions that can report to this role for limited time periods.

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3. Relationships

Internal

- Board
- Executive Leadership Team (ELT) and Senior Leadership Group (SLG)
- Key staff in other divisions of Uniting across operational and support services.

External

- Governments and funders
 - Donors and corporate partners
 - External consultants and service providers
 - Synod of Victoria and Tasmania, and other Uniting Church bodies, including other community service agencies.
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4. Key responsibility areas

Leadership

- Provide clear authentic leadership across the organisation promoting and modelling Uniting's values and behaviours.
- As part of the Executive Leadership Team, contribute to the development, dissemination and achievement of Uniting's strategic and operating plans
- Lead all management and governance aspects of the work of the Community and External Relations Division
- Provide timely reports and relevant advice and information in the areas of responsibility to the Board of Directors, Board committees and senior executives.
- Represent the organisation as required in external meetings and events

Community and External Relations

- Deliver a suite of activities that increase awareness of Uniting as an organisation, its purpose, values and activities and engage its workforce
- Oversee the execution of Uniting's brand strategy, ensuring all activities across advocacy, communication, marketing and fundraising align to the brand and support its development
- Oversee delivery and implementation of Uniting's Advocacy Roadmap
- Support the development of Uniting's services through timely, relevant and appropriate marketing, communications and advocacy
- Oversee delivery and implementation of Uniting's Fundraising Business Plan as a key pillar of financial sustainability of the organisation
- Develop and implement an organisational communication strategy, supported by annual action plans
- Ensure that the tools, resources, policies and procedures are in place to support the delivery of the division's activities
- Identify annual objectives and key reporting metrics
- Plan, monitor and update the division's operating budget

People and teams

- Establish, lead, coach and inspire an engaged and productive team
- Lead the team in 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.

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Legal requirements & risk management

- Ensure all legal, funder and statutory requirements pertaining to the position are met including serious incidents, reportable conduct, and mandatory reporting (child 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.

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.

5. Performance indicators

- To be developed within the first 3-6 months.

6. Person specification

Qualifications

- Bachelor degree in a relevant area of expertise (minimum requirement)
- Post graduate qualification (preferred)

Experience

- Proven track record (at least 5 years) of senior leadership in a similar domain within in a large, complex corporate environment of similar size and scale. A mixture of experience in health/community services and/or government and/or not-for-profit organisations is desirable.

Core selection criteria

- **Values alignment:** ability to demonstrate and authentically promote Uniting's values.
- Team-oriented, collaborative approach with the ability to support and contribute to executive leadership at a strategic level
- Demonstrated high level problem-solving skills
- High level leadership and management capability, with an ability to develop, articulate and deliver strategic plans, align teams and provide effective people management.
- Good knowledge of contemporary project and change management models and methodologies and demonstrated experience in leading large scale and successful change programs or projects
- Proven ability to partner with and influence a broad range of stakeholders
- Highly developed written and verbal communication skills

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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: