

## POSITION DESCRIPTION

<b>Title</b>	GROW Engagement
<b>Reporting to</b>	GROW Director
<b>Direct Reports</b>	nil

## GIVE WHERE YOU LIVE FOUNDATION

The **Give Where You Live Foundation** aims to address one of the most complex and entrenched social issues in our community - disadvantage.

In some parts of our community the level of disadvantage is at unacceptable levels - we are determined to ensure that this changes. The Foundation's Theory of Change states that generally, people do not experience disadvantage when they have access to an education that enables them to obtain life sustaining and sustainable employment, and they are not limited by a debilitating life crisis. The Foundation aims to ensure that these conditions exist for all members of our community.

Since 1954, the **Give Where You Live Foundation (GWYLF)** has been bringing together individual community donors, corporate supporters and service delivery community partners to help achieve our mission. With our partners and donors, we work together to Build Better Communities by providing grants and delivering programs and initiatives that help provide educational and employment opportunities and support people experiencing life crises.

Our mission is to create long-term sustainable change for those experiencing the effects of disadvantage. The Foundation delivers our own programs such as Feed Geelong and our Emergency Assisted Voucher Program and we deliver one of the largest annual community grant-making cycles in the country.

## THE GROW INITIATIVE

G21 Regional Opportunities for Work (GROW) is a partnership between Give Where You Live Foundation and G21 – Geelong Region Alliance to convene a regional collective impact initiative – linking across all sectors - business, government, community and local people; advocating for the coordination of activity, with the express aim to reduce unemployment rates in the most disadvantaged places in our region.

The GROW initiative focusses on generating jobs in the G21 Region maximising the economic and social outcomes in the region's two major jobs growth engines - procurement and investment. GROW procurement strategies target major infrastructure projects and routine spend by local business and government. Encouraging investment into small to medium sized businesses – these strategies are designed to stimulate local economic growth and job creation particularly focussed on target areas of Corio, Norlane, Whittington and places in Colac.

## POSITION PURPOSE

The GROW Engagement role is responsible for building and maintaining relationships, actively engaging organisations towards planning and delivering commitments to our regional GROW initiative. This position will be a critical member of an existing small team and they will provide strategic and operational assistance to our GROW initiative's engagement activity.

As part of the GROW backbone team this role will lead critical project initiatives and an ambitious change agenda; engaging and supporting organisations to be action planning, undertaking systems improvements, sharing data and reporting and incorporating the voice of the disadvantaged jobseeker into business procurement and employment practice.

To be successful in this role you will be a highly motivated professional with proficiency influencing and communicating change; developing action plans with organisations; implementing and monitoring quality systems and you will have a passion for social justice and innovation.

As an effective change agent, you will influence a range of people to think differently about business, to make commitments to innovate, to be adventurous, proactive and adaptive and to join the regional collective and take action to address disadvantage.

You may draw from a range of backgrounds in business, community services, construction or manufacturing expertise; and you will have a level of procurement proficiency: bringing understanding and experience for example in analysing procurement opportunities, understanding and supporting supply chain discovery and development of plans to activate outcomes within strategic procurement objectives – and you will have broad capacity building skills and experience.

You will bring a high level of emotional intelligence with the ability to engage and influence outcomes in a complex environment, adopt a flexible approach and be able to adapt and adjust to changing project plans.

Working within GWYLF on the GROW initiative you will see the work you do make a difference in addressing place-based disadvantage in our G2I Region; become part of a team that is enthusiastic and passionate about achieving excellent results.

While reporting to the GROW Director this role will work closely within the GROW team, taking responsibility for communications and engagement with a range of business, government, community partners as well as the engagement and support of new signatories to develop their bespoke GROW Compact Action plans.

Ultimately, the role of GROW Engagement is to promote the GROW Common Agenda

**“Addressing disadvantage is everyone’s business”**

KEY RESULT AREAS	RESPONSIBILITIES	KEY PERFORMANCE INDICATORS
<p><b>RELATIONSHIP AND STAKEHOLDER ENGAGEMENT</b></p> <p>Strategic Engagement</p> <p>Relationship Building</p> <p>Negotiation</p> <p>Inspire Change</p> <p>Opportunity Analysis</p> <p>Drive Implementation</p> <p>Partnership Seeding</p> <p>Leadership</p>	<p>Establishing GROW strategic engagement planning to ensure key stakeholders are committed and engaged in delivering GROW outcomes</p> <ul style="list-style-type: none"> <li>• Building and maintaining key engagement activity including               <ul style="list-style-type: none"> <li>• Maintaining and developing key GROW Compact Signatory relationships</li> <li>• Responding to new GROW Signatory enquiries, opportunity analysis and conversion</li> <li>• Driving development of key GROW Compact Action Plans and reporting</li> <li>• Identifying and engaging critical key stakeholders and new partners to commit to the principles of GROW in strategic projects that will benefit the GROW target areas</li> </ul> </li> <li>• Implementing and evaluating Strategic Engagement Strategy - with continuous improvement</li> <li>• Preparing and developing strategic actions and plans for engaging and winning new commitments</li> <li>• Identifying opportunities to develop partnerships and knitting these opportunities together</li> <li>• Maintaining accurate and up-to-date contact details within a CRM system (Salesforce)</li> <li>• Represent the Foundation’s GROW initiative at Geelong / G2I regional industry and business events and functions</li> </ul>	<ul style="list-style-type: none"> <li>• Consistent and successful engagement of key stakeholders toward the GROW Compact principles</li> <li>• Compact Action Planning and reporting is supported and happening</li> <li>• Commitment and relationships remain strong</li> <li>• Provision of key communication and linking of partners, tools and resources to each other to enable GROW magic to happen</li> <li>• Provision of gratitude and encouragement</li> <li>• Promotion of change stories - publication and sharing</li> <li>• A robust engagement plan across sectors</li> <li>• Growth of signatory base and GROW Strategic Lighthouse commitments and outcomes</li> <li>• Up to date records communications and management of CRM system (Salesforce)</li> </ul>
<p><b>GROW EVENTS</b></p>	<p>Work within the GROW /GWYLF Events team on</p> <ul style="list-style-type: none"> <li>• GROW Compact Action Events</li> <li>• Report Card Events</li> <li>• Opportunities for capturing Most Significant Change Stories and creating the “Voices of HOW to deliver GROW impact</li> </ul>	<ul style="list-style-type: none"> <li>• GROW key stakeholders are fully engaged and participating in key GROW events</li> </ul>

<p><b>INTERNAL AND EXTERNAL COMMUNICATION</b></p>	<ul style="list-style-type: none"> <li>• Provide an important engagement role as a key team member of the GROW initiatives' backbone team</li> <li>• Intelligently set goals and targets for success as part of the GROW backbone team</li> <li>• Actively assist in co-design, development and production of key strategic projects and solutions for the GROW initiative</li> <li>• Actively and strategically progress the region's engagement in the GROW initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Strong, trusted Relationships internally and externally</li> <li>• Key targets are set and being reported against</li> <li>• Healthy and dynamic collaboration and partnerships are happening and supported</li> <li>• Learnings are captured and communicated</li> </ul>
<p><b>DATA COLLECTION</b></p>	<ul style="list-style-type: none"> <li>• Actively support the GROW data collection systems and cycles</li> <li>• Participate in data collection and communication strategy with GROW Evaluation and Data Analyst</li> </ul>	<ul style="list-style-type: none"> <li>• Partners are actively contributing and sharing data/information towards GROW Data collection objectives</li> </ul>

## KEY SELECTION CRITERIA

1. Comprehensive understanding of, and commitment to, the GROW initiative's long-term purpose and objectives.
2. Demonstrated expert stakeholder management skills to establish (and strengthen) relationships, collaboration and trust, across government, business and community services sectors.
3. Outstanding engagement, communication and interpersonal skills with the ability to influence outcomes, using a strength and values-based approach.
4. Proven complex problem-solving ability across multiple levels within partner organisations, for example to be able to foster and embed change across an organisation.
5. Demonstrated strategic thinking skills to create linkages and build connections with multiple stakeholders, towards systems change.
6. Procurement proficiency including analysis of social procurement opportunities, supply chains and development of plans to activate strategic procurement objectives  
AND/OR  
Extensive experience in design and delivery of inclusive employment programs or strategies.
7. Relevant tertiary qualification
8. Current Australian Drivers Licence (and Reliable Vehicle)
9. A knowledge of CRM Systems (knowledge of Salesforce, would be an advantage)

## Behaviours & Attributes include

- Commitment and alignment to the Give Where You Live Foundation's values, purpose and mission
- Highly motivated with demonstrated ability to independently follow through
- Excellent organisational skills, able function in dynamic, small team environments
- Results oriented, skilled at leading and contributing within teams, ability to manage multiple and complex objectives and tasks concurrently with deadlines
- High levels of confidentiality and integrity (relating to both data and verbal communication)
- Comfort with ambiguity and ability to thrive in a fluid, entrepreneurial environment
- Willingness to roll up one's sleeves and adapt and extend beyond the formal responsibilities based on the needs of the work
- Willingness to work out of hours as required

## Additional Information

- Any offer of employment at Give Where You Live Foundation may be subject to a satisfactory National Police Record Check, where applicable and subject to a six-month probationary period
- Ongoing performance and employment will be measured during the probation period and then on an annual basis against KPI's, values and demonstrated behaviours outlined above.

## GWYLF VISION

A G2I region where all people are part of an inclusive and connected community and not limited by the effects of disadvantage.

## GWYLF MISSION

We are a catalyst for social change through innovative philanthropic solutions to challenging social problems. We engage donors and build partnerships; undertake best practice grant making and provide visionary leadership to create common agendas.

## VALUES

VALUE	WHAT IT MEANS	BEHAVIOURS
<b>INTEGRITY</b>	We are committed to being honest, respectful, consistent and ethical in our behaviour, relationships and work.	<ul style="list-style-type: none"> <li>• Always acts honestly and transparently and presents the truth no matter how difficult.</li> <li>• Shows all people respect and dignity</li> <li>• Exhibits the highest standards of ethics.</li> <li>• Is aware of the impact of own behaviour on others and manages behaviour appropriately.</li> <li>• Admits mistakes and reflects honestly on own performance and actions.</li> <li>• Always represents themselves and the organisation to the highest standard and never places the organisation's reputation at risk.</li> </ul>
<b>ACCOUNTABILITY</b>	We are accountable to our supporters, partners and the Geelong Community. We take responsibility for the stewardship of the funds we raise and will ensure our actions and reporting are transparent.	<ul style="list-style-type: none"> <li>• Takes responsibility for own actions, behaviours and work.</li> <li>• Ensures responses to queries are timely and accurate.</li> <li>• Ensures transparency in all actions and dealings with all stakeholders.</li> <li>• Is a team player and takes responsibility for both individual and team results.</li> <li>• Does not avoid responsibility.</li> <li>• Always behaves in the best interest of the organisation.</li> </ul>
<b>EXCELLENCE</b>	We strive to be the best we can be in all activities we undertake. Consistently questioning our service standards will help us achieve our ambition of continuous improvement.	<ul style="list-style-type: none"> <li>• Constantly questions level of service with a view to improving.</li> <li>• Never settles for second best or allows 'good enough' to become the standard.</li> <li>• Honestly benchmarks themselves constantly against best practice within our organisation and the wider community.</li> <li>• Independently seeks information on best practice.</li> </ul>
<b>DIVERSITY</b>	We embrace the diverse nature of the Geelong community. We encourage new ideas and value all opinions because this will better inform our work and increase our connectedness to the Geelong region.	<ul style="list-style-type: none"> <li>• Is inclusive of new staff, volunteers and stakeholders.</li> <li>• Listens to all ideas and offers constructive feedback not criticism.</li> <li>• Values a different point of view.</li> <li>• Engages in respectful, active debate which encourages ideas.</li> </ul>

<b>INNOVATION</b>	Innovation will be a key factor to our success. We will constantly strive for improved, efficient and effective methods of completing our work, engaging our partners and communicating with the community.	<ul style="list-style-type: none"> <li>• Accepts and embraces change as natural.</li> <li>• Pursues new ideas and encourages others to do the same.</li> <li>• Consistently questions our methods to try and find a new and improved way of doing things.</li> <li>• Works proactively and doesn't need constant direction.</li> </ul>
<b>PASSION</b>	We are passionate about our work, creating sustainable improvement in people's lives, and supporting the Geelong community.	<ul style="list-style-type: none"> <li>• Shows dedication to our mission and purpose.</li> <li>• Shows high level commitment to achieving a good result or enhancing the organisation.</li> <li>• Is a public advocate for our mission and the Geelong region.</li> </ul>

### Working Hours and Remuneration

- Salary range from \$70-90k dependent upon experience and capability- to be negotiated with successful candidate (plus superannuation 9.5%)
- Flexible working arrangements able to be negotiated (full-time/part-time pro rata, buy additional leave, family friendly etc)
- \$30/fortnight phone allowance and some travel reimbursement - as per ATO
- Salary packaging available (see below)

### Salary packaging

Once a Give Where You Live Foundation job offer is approved, part of the wage can be 'packaged' into pre-tax dollars to pay for personal expenses. No income tax is payable on this money. Give Where You Live employees can package up to \$15,900 every year, (the maximum capped amount). Salary packaging is an option. Use a salary package calculator to estimate your likely saving from salary packaging

<https://www.salary.com.au/clients/salary/code/calc1.cgi?salaryS+16>

### Tenure

This successful candidate will be offered an initial 2 year contract and extension is contingent upon funding.

### How to apply for this position?

Send to [grow@givewhereyoulive.com.au](mailto:grow@givewhereyoulive.com.au) with

#### Subject: GROW Engagement Position Application 2019

- a **current resume**
- a separate address of each of the **Key Selection Criteria AND**
- a discussion of your alignment with the behaviours and attributes we are seeking

Enquiries directed to Anne O'Brien GROW Director 52294364

ADVERTISEMENT

**GROW**   
**ENGAGEMENT**

The Give Where You Live Foundation is seeking to fill a critical **Engagement** role within our small GROW team, engaging and supporting organisations to be part of the regional GROW initiative's ambitious social change agenda. [grow.g2l.com.au](http://grow.g2l.com.au)

Key elements of this role include excellent interpersonal, communication and stakeholder management skills, experience actively building and maintaining relationships with business, government and community; inspiring change, influencing outcomes, complex problem solving, opportunity analysis and negotiation for social procurement and/or inclusive employment using a strength and values-based approach; and strategic thinking skills to create linkages, build connections and drive systems change.

The Give Where You Live Foundation is an equal opportunity Employer, a signatory to the GROW (G2I Region Opportunity for Work) Compact and encourage applications from people with diverse backgrounds.

Please email your application including resume, cover letter and separate address of key selection criteria, outlined in position description on our website:

<https://www.givewhereyoulive.com.au/about/employment/>

to Anne O'Brien GROW Director

[anne@givewhereyoulive.com.au](mailto:anne@givewhereyoulive.com.au)

by Monday 9AM 9<sup>th</sup> September 2019