POSITION DESCRIPTION

POSITION DETAILS:

Position Title	DIRECTOR, THRIVING COMMUNITIES
Salary Range	A competitive salary will be negotiated
Status	Full-time
Reports to	CEO
Located	Level 8, 128 Exhibition Street, Melbourne (subject to COVID restrictions)
Last updated	June 2021

THE ORGANISATION:

The Victorian Council of Social Service (VCOSS) is the peak body of the social and community sector in Victoria. VCOSS members reflect the diversity of the sector and include large charities, peak organisations, small community services, advocacy groups, and individuals interested in social policy.

VCOSS works to achieve a Victoria free from poverty and disadvantage, and to achieve wellbeing for all Victorians and their communities.

THE WAY VCOSS WORKS:

- We act ethically
- We lead and support collaborative initiatives for a thriving community sector
- We maintain productive relationships across the political spectrum
- We work in collaboration with our members
- We are transparent in our work and we consult widely
- We value and draw on the direct experiences of people affected by poverty and inequality
- We draw on the wisdom and expertise of our diverse member base
- We promote and advance the research and evidence base to drive advocacy priorities.

KEY ACCOUNTABILITES:

1. Lead VCOSS's work focussed on fostering a strong and thriving community sector. This includes progressing actions in the Community Services Industry Plan and working to ensure community service organisations are fairly funded.

2. Oversee a range of strategic projects to support the capability development and strength of the Victorian community services sector. This includes projects that build the resilience of community service organisations to climate change and prepare vulnerable communities for disasters.

3. Collaborate with VCOSS members and stakeholders to support strong, place-based community services.

4. Support VCOSS' work to achieve wellbeing and inclusive growth across the state and other related lobbying, campaigning and advocacy activities. This includes co-ordination of the VCOSS Listening Tour which will engage with local communities.

5. Oversee the production of research and reports that are high-quality, informative and engaging.

6. Identify and pursue opportunities for partnerships and collaborative working arrangements with research and other relevant organisations.

7. Support VCOSS's work to support and grow VCOSS membership.

8. Represent VCOSS on external committees, at public forums and in meetings with senior representatives of government.

9. Manage staff to work most effectively in pursuit of VCOSS's Vision and Purpose.

10. Manage budgets to support the organisation's operations.

ORGANISATIONAL RELATIONSHIPS:

Reports to	CEO
Supervises	A team of approximately five staff
External Liaison	Relevant VCOSS members, government agencies and other stakeholders

KEY SELECTION CRITERIA:

1. Sophisticated understanding of the Victorian community sector

2. In depth knowledge of the machinery of government, public policy development and issues affecting the community services sector and VCOSS members.

3. Strong political judgement and a demonstrated ability to build and promote productive and collaborative relationships with a diverse range of members and stakeholders.

4. Strategy and policy development capability, including high level written, verbal and analytical skills.

5. Ability to identify and interpret new and emerging issues and provide expert advice.

6. Highly developed interpersonal and diplomacy skills, with the ability to work independently or as part of a team.

7. Excellent organisational and interpersonal skills, having demonstrated flexibility to prioritise a range of competing demands and work to deadlines.

8. Demonstrated experience with a strong track record of project management, budgeting, and management of staff.

9. Knowledge and a commitment to the objectives and values of VCOSS and a capacity to represent VCOSS views as required.