

Position Description

Innovation and Development Lead

Position Purpose

You will lead and broker new partnership and business engagements to undertake innovative projects to elevate the practice of volunteering engagement to achieve social change.

You will work closely with the CEO, alongside a dedicated and passionate Board and team, and volunteers, to build an inclusive and thriving volunteering culture in communities across Victoria.

Responsibilities

Role specific responsibilities

- Establish and nurture productive and collaborative relationships with new stakeholders across sectors (government, academic, philanthropic, NFPs) to undertake projects to uplift the volunteering sector
- Conduct business analysis and feasibility studies to craft strategic projects and partnerships, including projects to build philanthropic engagement and practice-leadership innovations for the Victorian volunteering sector
- Lead and deliver on special projects and consultancy work commissioned from time to time
- Manage project team members (peer staff members and volunteers) to deliver impactful projects

General responsibilities as a team member

- Contribute to the implementation of the new organisational strategy
- Working with other team members, evaluate the effectiveness of services in an environment of continuous improvement.
- Support whole of team responsibilities such as managing ad hoc email and phone queries as required from time to time
- Other duties as directed in accordance with the priorities of Volunteering Victoria consistent with the skills required for the role

Key relationships

- Volunteering Victoria board members, staff, and volunteers
- Existing members and potential members and other volunteer-sector organisations
- Federal, State and Local Government
- Philanthropic and corporate stakeholders

Requirements of the Position

Skills, knowledge, experience, qualifications and/or training

- A high level of strategic initiative, to think critically and creatively to find novel solutions.
- Well-developed written and oral communication skills, including the ability to produce quality proposals, public policy submissions, research synthesis, reports and presentations
- Able to set direction and work without supervision to plan, prioritise and deliver a range of projects
- Excellent stakeholder management and interpersonal skills, particularly in cross-sectoral settings
- Experience in identifying and presenting proposals to external stakeholders
- Ability to learn to work with impact measurement frameworks; and in turn, ability to learn and use digital tools for data collection data visualisation (eg learning to use Excel, Power BI, Canva)
- Experience working with volunteers

Prerequisites

- Degree with substantial experience; or
- Associate diploma with substantial experience; or
- Attained through previous appointments, service and/or study with a combination of experience, expertise and competence sufficient to perform the duties required at this level.

Personal attributes

All staff and volunteers are expected to demonstrate Volunteering Victoria's values which are:

- Collaboration
- Innovation
- Integrity
- Inclusion

Other personal attributes

- Proactive self-starter with a high degree of self-management
- Professional and efficient approach, with attention to detail
- Ability to work in a changing and complex environment
- Ability to engage diversity and challenges with curiosity, reflection, and pragmatism
- Willingness to learn and develop broad skills including using digital tools

Our offering

We believe in creating an environment where people will thrive. We offer a range of benefits including:

- Salary range: SCHADS Level 6-7.3 + 11% superannuation
- Contract period: 2 years, with the potential for extension subject to new core funding arrangements and role performance
- Part-time: 0.6-0.8 FTE
- Salary packaging options
- Progressive leave entitlements, including annual leave loading
- Flexible working arrangements with a minimum of 50% in the workplace to ensure team support and stakeholder engagement
- Access to EAP
- Ongoing learning and development opportunities