



Position Description and Selection Criteria

Position:	Head of Engagement and Sector Development
Hours:	Full time, 38 hours per week
Salary:	The position is classified under the SCHADS award as Level 8, pay-point 1, with access to annual increments. ACTCOSS pays above agreement wages at this level according to the ACT Community Sector Multiple Enterprise Agreement and the annual wage is currently \$130,761 per annum, plus 12% superannuation.
Term:	Permanent and ongoing

Organisational Context

The ACT Council of Social Service is the peak representative body for community organisations and disadvantaged and low-income citizens of the ACT. ACTCOSS aims to ensure that government policy improves the lives of disadvantaged people and develops a well-resourced, cohesive and sustainable community sector. ACTCOSS is a member of the nationwide COSS network, made up of each state and territory COSS and our national body, the Australian Council of Social Service (ACOSS).

As the peak body for the community sector in the ACT, ACTCOSS has unparalleled access to decision-makers in Government and in the community sector itself. This role is perfect for someone with the motivation and skills to make a genuine difference in the ACT community.

Role

The Head of Engagement and Sector Development helps lead ACTCOSS as part of the executive team, reports to the CEO, and is responsible for leading a small team and the day-to-day management of the engagement and sector development work of ACTCOSS.

ACTCOSS is uniquely positioned to enhance coordination in the ACT community sector to achieve better outcomes for the sector and the people it serves. The Head of Engagement and Sector Development is externally focused and builds relationships to position ACTCOSS to maximise its positive influence on the sector and Government.

The role leads advocacy regarding community sector policy that affects the ACT community sector's operating environment, on issues such as funding, regulation and workforce issues.

The Head of Engagement and Sector Development is responsible for identifying opportunities, including emerging capability and sector development needs and challenges. The role creates and leads coalitions, strengthening partnerships with ACTCOSS members and Government.



The role is responsible for developing and executing strategy, including contributing to organisational and sector-wide strategy, as well as leading the formulation and execution of operational strategies. The role facilitates appropriate support for the sector including workshops, networks and resources. For instance, the role oversees ongoing management of the ACT Careers Gateway website and associated work.

The Sector Development team works co-operatively with other staff across ACTCOSS. For instance, they work closely with the Head of Policy, who has carriage of all policy development and advocacy regarding people experiencing poverty and other forms of disadvantage.

The Head of Engagement and Sector Development supports the ACTCOSS CEO to fulfil monitoring and reporting responsibilities for the organisation. The role actively monitors their own performance and that of their team to understand areas of excellence and growth. The key performance indicators, priorities and time allocation for the various aspects of the role will be determined in cooperation with the CEO.

Benefits of the Position

This position is ideal for a person who is seeking an opportunity to work in an interesting and varied role, reporting to the Chief Executive Officer and managing a small team. It would suit an energetic, passionate person who is interested in social justice issues and a more equitable society. The position gives the successful candidate a broad and engaging workload, with an opportunity to work in a small but dedicated management team and with a broader team of around 15 individuals.

ACTCOSS interacts with diverse communities, allowing you to meet and connect with people from different backgrounds and circumstances.

ACTCOSS makes every effort to provide a flexible work environment, allowing substantial employee control of their working hours, among other benefits.

Focus Area	Key Area of Responsibility	Measures of Success
Community sector advocacy	1. Organise and provide secretariat support to the ACT Peaks Network, including organising meetings with MLAs and senior public servants 2. Lead the ACT for Community campaign, including in development and execution 3. Increase collaboration in the ACT community sector with the aim of achieving ACTCOSS's strategic vision of an inclusive ACT and region where no one lives in poverty	1. Peaks Network is well managed with widespread support from Peaks 2. Widespread member and MLA recognition of the ACT for Community campaign and view that it is effective 3. Coordinate community sector activity to achieve a sustainable and empowered community sector, including through: a. increased funding to allow the sector to meet community needs b. innovation to support a high-quality sector workforce which benefits from fair and competitive pay and conditions c. improved and expanded community facilities d. enhanced cultural competency among all community sector organisations
Member engagement	1. Develop, source and manage high-value training opportunities for members 2. Manage member forums and networks 3. Run an annual member feedback survey 4. Develop and maintain a strong network of community sector leaders	1. At least 900 people attend ACTCOSS training and other events per year 2. Annual member feedback survey effectively guides decision making 3. Member feedback indicates a high level of satisfaction with ACTCOSS 4. Person develops and maintains a strong network of community sector leaders
ACTCOSS leadership	1. Contribute to strategic planning and execution, for ACTCOSS and the	1. ACTCOSS and sector-wide strategic planning is notably enhanced by person's leadership

	community sector as a whole, as part of the ACTCOSS executive team 2. Inspire and lead a small team within ACTCOSS 3. Represent ACTCOSS in external fora, including the media where required 4. Finalise and deliver membership strategy 5. Identify and help win funding opportunities which align with ACTCOSS's Strategic Plan 6. When required, support the Head of Policy to formulate and advance policy goals related to a more equitable ACT, with reduced levels of poverty and disadvantage 7. Act for the CEO as required 8. Other duties as required by the CEO	2. Engagement and sector development team performs well and is happy 3. ACTCOSS membership grows 4. Person identifies and cultivates new funding 5. ACTCOSS policy is well-supported
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Selection criteria

Essential

- Demonstrated ability to unite diverse stakeholders to identify shared goals and achieve outcomes
- Demonstrated ability to form a strong professional network to advance an organisation's goals, with previous experience enhancing organisational membership preferred but not essential
- Ability to plan and execute an advocacy strategy
- Ability to contribute to an executive team and lead a small team
- Ability to communicate effectively in writing and verbally, with media capability preferred but not essential

Preferred

- Ability to identify and win external funding
- Knowledge of the ACT community sector and member-based organisations
- Qualification in a discipline relevant to social policy, organisational development or advocacy, such as: social science, law, economics, political science, management, education, or communications.