

### Project Manager + Acting Executive Officer Recruitment pack - January 2023

The Inner North Community Foundation works on the land of the Wurundjeri Woi Wurrung people of the Kulin Nation and recognizes elders past, present and emerging as the traditional custodians of the land.





### **A CALL TO ACTION**

You know this. You are an experienced community-builder. You have been sharpening your project leadership and operational management skills in a community context, and are ready for a new challenge.

Now, you desire for more.

Are you the sort of person who likes a challenge? Do you want to see our local community become even better so that everyone gets a fair go? Do you have the mix of skills to make it happen? Does your heart beat to a Northside rhythm?

The Inner North Community Foundation is looking for you to join the team and play a strategic leadership role as we move into our next phase of impact.

As a leader, you're energised by working through complexity and you hold this responsibility with great care. Cross-culturally intelligent, you build trust, finding common ground to build meaningful relationships.

You understand deeply this place, and you'll support a small team of passionate people who are wholeheartedly committed to the success of the Inner North Community Foundation and the impact we have on our community.

Your community made you. You make your community.

### THE ROLE

Reports to: Executive Officer, then **Board of Directors** Work type: full-time, 12-months fixed term **Location:** 192 High St Northcote 3070 Start date: March 2023

#### **Strategic objectives** • Impact • Community funds Named funds • Community engagement

### March - June 2023

#### **Project Manager:**

lead a strategic community building project, the Inner North Report

### July - January 2024

#### **Acting Executive Officer:**

Provide backfill for the Executive Officer during a period of long-service leave.



#### Feburary - March 2024

**Consolidation:** close out actions commenced while Acting Executive Officer and provide handover.

## **PROJECT MANAGER** PHASE

The first phase until mid-July is focus on delivering the Inner North Report.

The objective of the Inner North Report is to build community understanding of the issues that affect quality of life in Melbourne's Inner North, better direct effort to address these problems, and promote philanthropy and giving in the community The Foundation wants to promote interest in place-based approaches from different sectors, and align and advance activity together, with a view that the lessons learnt will be replicable in other communities and geographic and policy areas.

The project will:

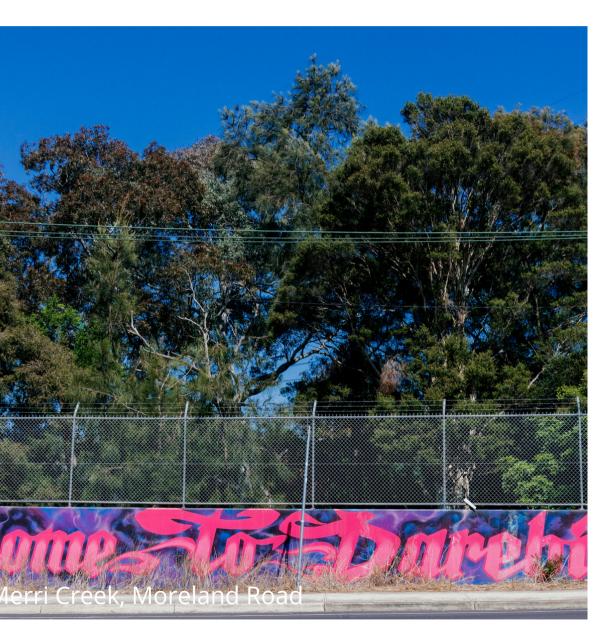
- Strengthen networks and build capacity bring in other relationships (business, government, other funders) and build support for the next phase of the report.
- Support the review of community indicators, which is being led by another party.
- Community Action Grants: trial participatory grantmaking approaches, which engage the community to address issues identified in the Inner North Report.

The project involves working with local people and groups that care about Melbourne's Inner North.

It's challenging, but if you can pull it off, it'll help address issues local people care about.







# ACTING EXECUTIVE

The second phase is to fill a period of long-service leave, as Acting Executive Officer from July 2023 to January 2024.

The EO leads the management and administration of the Foundation. This includes implementing strategic plans, managing people and budgets, overseeing grant-making programs, and representing the Foundation in the community. The Acting EO will sustain the Foundation's visibility and impact in the community, and maintain relationships with donors, community leaders, and other stakeholders.

The Inner North Community Foundation Ltd is a not-for-profit company limited by guarantee and is trustee to two charitable trusts. The Foundation, the Charitable Fund, and the Public Fund are each registered as charities with the Australian Charities and Not-For-Profit Commission. The Foundation has a skills-based Board of up to ten Directors. As Acting Executive Officer, you will report to the Foundation's Board, principally through the Foundation's Chair.

The third phase, February – March 2024 consolidates activity and provides handover.



### CAPABILITIES

#### PERSONAL **ATTRIBUTES**

- Flexibility & adaptability
- Outcomes thinking
- Resilience

#### **ENABLE** DELIVERY

- Critical thinking and problem solving
- Business and commercial acumen
- Resource mobilisation

#### BUILD **AUTHENTIC RELATIONSHIPS**

- Interpersonal skills
- Communicate for impact
- Influence and persuasion

#### DELIVER **MEANINGFUL OUTCOMES**

- Partnering
- Systems thinking
- Policy development









### **KEY SELECTION CRITERIA**

#### AREA 1: Project Management

- Experience in delivering community based projects with multiple stakeholders
- Ability to produce case for support for strategic projects
- Experience and understanding of contemporary philanthropic grantmaking, and an enthusiasm to lead in this field.

#### AREA 2: COMMUNITY LEADERSHIP

- Knowledge of and ability to build networks with community, non profit organisations and business
- Experience in supporting networks, staff and volunteers to achieve shared projects
- Ability to develop trusted relationships with diverse stakeholder groups including business, community and government sectors

#### AREA 3: GOVERNANCE AND MANAGEMENT

- Strong understanding of governance and legal requirements of Public Ancillary and Charitable Funds, including proficiency working with a Board of Directors
- Solid familiarity with financial management and ability to manage and monitor budgets, including fundraising or fund development experience, preferably in a non profit or community environment
- Confidence to work with lean administrative systems, including experience of working independently, being a self starter and also a team player
- Highly developed written and verbal communication skills



### **OUR VALUES**

This is what we believe	This is how w
<ul> <li>Transparency: open to our</li> </ul>	• Face To F
community	Show Not
<ul> <li>Strength based: building on what is</li> </ul>	<ul> <li>Place Mat</li> </ul>
working, not imposing outside	<ul> <li>Grow Phi</li> </ul>
solutions	compete v
<ul> <li>Integrity: doing what we say, saying</li> </ul>	
what we do	
• Stewardshin: supporting people to	

• **Stewardship**: supporting people to find meaning in structured giving

# S

#### we act

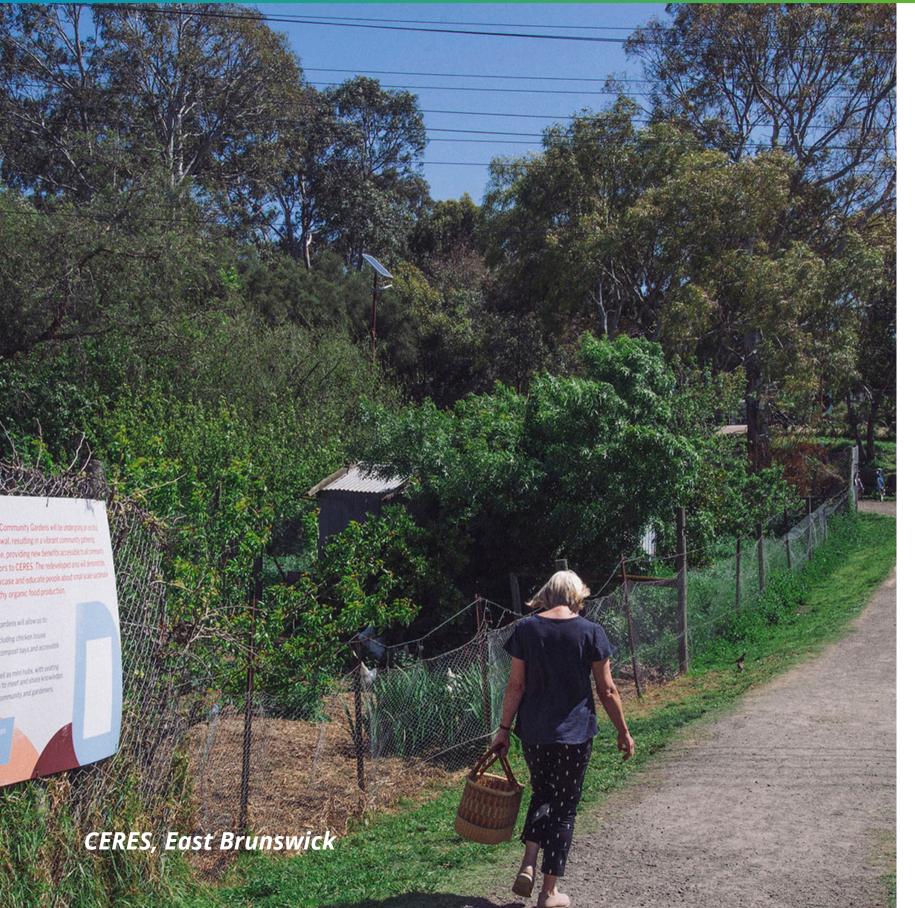
#### Face: convene and connect

#### ot Tell: action orientated

#### atters: "North first"

#### nilanthropic Pie: don't

#### with grantees



### **ABOUT US**

At the Inner North Community Foundation we are devoted solely to supporting people of the inner northern suburbs of Melbourne (the council areas of Darebin, Merri-bek and Yarra). Our goal is to build a more prosperous, connected and cohesive community – a just community for all who live, work and play in this place.

We're local, we know this place, we work with other locals. And being local is the best way to build a better community for all.

We can't solve all the problems but being local gives us an insight into how things affect local people, what needs to be done and how to go about it. We work with people who care enough to act and get things done.

We're a powerhouse of community building, powering change to make sure that the most vulnerable people in the Inner North get a fair go. Whether we're born here, drawn here, or just came for a party 25 years ago and never left – we can help here.

We've been doing it for 15 years, and plan to be around for at least another 150 years.

Be part of the journey

### **US**



### **APPLY BY 5TH FEBURARY 2023**

Please express interest online <u>here</u>.

If you have any questions, contact Ben Rodgers, Executive Officer, at <u>ben.rodgers@innernorthfoundation.org.au</u> or 0415 731 134 for a confidential discussion

#### **INNERNORTHFOUNDATION.ORG.AU**

























