

POSITION DESCRIPTION GUIDE

POSITION TITLE:	Business Manager, AWRAE Program
Direct Report:	CEO
Secondary Report:	Executive Manager
Supervisory:	Project Partner team(s)

Position Description

This newly created position is to support ABC Foundation's social (pilot) program Aboriginal Women's Research Assistant and Evaluation Training Project (AWRAE), an exciting program that pushes the boundaries of Indigenous Data Sovereignty. Your primary purpose will be to work with the CEO, the AWRAE Project team, funders and external stakeholders to build on the current pilot, secure future opportunities for the trainees, source funding to expand the pilot sites and work strategically to deliver a national social enterprise model which demonstrates a culturally appropriate approach to training and enterprise development.

Background

ABC Foundation Ltd is a majority Aboriginal owned member-based charitable social enterprise. We strive to bring a point of difference as a foundation, our strategic focus is to achieve social impact through community partnerships, as well as work to create Economic Impact through business partnerships, to ensure Aboriginal people lead the growth of a sustainable land and sea economy.

Aboriginal and Torres Strait Islander people make up a significant proportion of the population of the West Kimberley region. ABC Foundation acknowledges the Traditional Owners of land and seas of this region: the Yawuru people of Broome, the Yinidbarndi, Yaburara, Mardudhunera, and Woon-goo-tt-oo peoples of Karratha, and the Warrwa, Ngarinyin and Wunumbal people who make up the Mowanjum community of Derby.

In partnership with Clear Horizon Academy, Blak Impact (NCIE) and a number of key contributors, AWRAE offers a place-based co-designed training program in Aboriginal research and evaluation. The training model has been designed to be culturally secure and hands-on with embedded mentoring and support and goes beyond a 'standard' training model; once women have learnt the skills of planning, data collection and analysis, they will work on contract evaluations (work placement). The business model calls for three types of client engagement: (1) one-off evaluations (NGOs, government); (2) ongoing evaluations (six monthly surveys of NGO clients) and (3) whole-of-community evaluations. The pilot program will be delivered over 24 months across 3-4 sites initially commenced in Karratha in July 2021, and with Derby and Broome in April 2022.

The Aboriginal women will be a mix of majority job seekers (unemployed) and other women from employers within the communities. These women will be commencing the AWRAE training project (Stage 1) with wrap around support from ABCFL Indigenous Mentors (Field Officers); Employment Services Provider(s) and other key community stakeholders; along with training delivered by Clear Horizon Academy and Indigenous CO-Commercial in Confidence

Facilitators. With the focus on securing paid employment or consulting work for the women upon completion along with supporting the model to develop into a sustainable social enterprise.

Role & Responsibilities

Managing Strategic Relationships

- Manage key relationships with community, funding and collaboration partners (including emerging) to successfully deliver the pilot program, increase awareness and future funding for AWRAE and the overall project sustainability.
- foster and maintaining these relationships providing an innovative approach which will allow our partnerships to strengthen and thrive for the benefit of AWRAE.
- Work to strengthen existing relationships, sourcing new joint opportunities and increase collaborations, through an open and transparent process.
- Be proactive in working across multi-stakeholder relationships, attending workshops; networking events; building professional networks; with the aim to identify program growth opportunities.
- Work collaboratively across the leadership team, to ensure new opportunities are in line with the AWRAE strategic direction, creating a strategic plan, and working to build the sustainable future social enterprise model.
- Ensure appropriate standards of cultural responsiveness and capability are embedded in strategic relationships.

AWRAE Pilot Delivery

- Support the operational delivery team, champion, source funding and manage new and existing project sites, with the ability to ensure they are delivered successfully, on time and within stakeholder and funding expectations.
- Focus on sourcing trainee outcomes, working to build an employer network and/or contracting opportunities for the graduates, leading to the completion of community evaluations.
- Liaise with partners to solve issues, communicate needs and create synergy, always being proactive and flexible/adaptable in our implementation approach.
- Source paid work for the trainees to complete community evaluations to meet funding targets, with a minimum 4 community evaluations completed over the life of the project.
- Work with the CEO to ensure AWRAE project deliverables are being met and where possible work on a continuous improvement process.
- Support trainees with their social enterprise ventures that come from the training and/or other forms of employment, with a focus that the skills learnt fosters community outcomes.
- Monitor significance of cultural capability in the development of the model and implications for practice.

Sourcing new income opportunities

- Proactively source new funding opportunities for AWRAE across the spectrum, on behalf of the Foundation, its key stakeholders, and its partners, where possible take the lead on grant writing or working with the grant writing team, as lead in mind.
- Have the skills and ability to develop and execute plans for strategic growth, including business plans, internal and external plans required.

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- Identify key donor organisations on the east coast, draw on the strength of current partner organisations, network and understand donor expectations to achieve mutual benefits.
- Meet with government representatives, liaise with and network to promote the AWRAE project with key Federal and State government organisations, with the intent to source funding for growth.
- Have the ability to work with the graduating trainees, to assist in their personal aspirations around career growth, which could lead to micro and/or social enterprise projects.
- Represent the CEO where possible in key stakeholder meetings and/or on behalf of the Foundation and its partners, for the purpose of AWRAE to support opportunities and growth.

KEY COMPETENCIES

- Must be humble with willingness and readiness to serve others
- Must be a confident communicator and presenter
- Must possess excellent verbal and written communication skills
- Must possess excellent organizational and planning skills
- Must be aware of the importance of cultural capability, and have demonstrated skills and previous experience of working effectively with First Nations people
- Be proactive, reliable, responsible and accurate with an attention to detail
- Possess the ability to keep information confidential
- Ability to work in fast-paced and high-stress environments
- A wide degree of creativity and latitude
- Self-motivated with a positive and professional approach to management

REQUIRED QUALIFICATIONS/SKILLS/KNOWLEDGE

- Qualifications and/or equivalent experience in, social impact, project management, entrepreneurship, economics, or a related field (essential).
- Minimum 3-5 years' experience working across strategic projects and/or business development roles, with evidence of converting projects with high success rate.
- Must be aware of the importance of cultural capability and have demonstrated skills and previous experience of working collaboratively with First Nations people.
- Have expertise in and experience working across social impact projects with an economic development and/or socio-economic lens on (essential).
- Applicants need to be a strategic thinker, ability to think quickly to solve problems and have extensive experience working across multi-sector projects, with ability to juggle numerous agendas and achieve project outcomes.
- Has a positive outlook, recognises opportunities and how to cultivate and conceptualise concepts which are both realistic, viable and can be proven.
- Hold and maintain strong professional relationships, with expert communication skills.
- Strong organisational skills and the ability to thrive in a fast-paced environment are also beneficial.

CHARACTERISTIC BEHAVIOURS

- Listens to members, employers and colleagues attentively and non-defensively.
- Respects people and treats them as individuals.

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- Is positive about strengths and potential of First Nations communities, and shares aspirations for self-determination.
- Respects people from different cultures, ages, physical abilities, or other differences.
- Is energetic.
- Encourages people to play to their strengths.
- Takes responsibility for own actions; doesn't blame others.
- Makes consistently appropriate decisions for the client and organisation by applying policy, information and own practical judgement.
- Overcomes or minimises barriers and addresses unique needs and preferences of Aboriginal people or decision makers.
- Stays focused; uses time effectively and meets goals.
- Maintains personal effectiveness (sense of humour, emotional balance and resilience) even when under pressure.
- Keeps focused in times of uncertainty and rapid change.
- Finds ways to do things differently or smarter for job seekers, employers and team.