**Position Description**

**Regional Manager**

**Title:** Regional Manager

**Duration:** Ongoing

**Terms:** 0.8FTE

**Salary:** $90,000 (plus superannuation) pro rata

**Reports to:** CEO

**Leadership Group:** Metropolitan Manager, Regional Manager and Communications and Engagement Lead

**Location:** Flexible, within Regional Victoria.

Social Enterprise Network Victoria (SENVIC) is the independent, practitioner network and peak body for Victoria’s social enterprise community.

We share our 700+ members’ vision for a just, inclusive and sustainable society and believe that social enterprise is a means to get us there. Social enterprise needs its own spaces from which to connect, grow and shape the world around us.

Our three strategic priorities are:

* **Connect** - Build a connected community of social enterprise practitioners.
* **Develop** - Facilitate access to learning and development.
* **Influence** - Increase the voice and influence of the social enterprise community.

We seek to fulfil our vision and mission through a range of functions:

* We hold events and forums to **build community** among social entrepreneurs, social enterprise workers and like-minded people, to enable peer-based learning and support and to create opportunities for collaboration and social innovation.
* We **amplify** and **advocate** to grow the social enterprise ecosystem into mainstream markets and across the public sector.
* We engage and **influence** policy makers, institutions, communities and individuals to connect with and enable our social enterprise community.
* We **mobilise resources** for the benefit of the social enterprise sector, to fill service gaps and reduce individual operating costs, to create streamlined access to support, learning and development.
* We facilitate open communications and **knowledge sharing** within the social enterprise community and with those seeking to engage and enable social enterprise to thrive.

Our [Annual Review 2020-2021](https://senvic.org.au/wp-content/uploads/SENVIC_ANNUAL-REPORT_2021_web_d.pdf) shows how we have made an impact in a short time, and our current priorities are outlined in the [SENVIC Strategic Plan 2021-22](https://senvic.org.au/wp-content/uploads/SENVIC_STRATEGIC-PLAN-2021_web.pdf).

In 2022, our organisation will expand to oversee and enable self-organising networks across Melbourne and Regional Victoria. We will be a key actor in the implementation of the Victorian Government’s [Social Enterprise Strategy 2021-25](https://djpr.vic.gov.au/__data/assets/pdf_file/0018/2036205/DJPR-Victorian-Social-Enterprise-Strategy.pdf), strengthen the movement nationally through the [Alliance of Social Enterprise Networks Australia](https://www.asena.org.au/) (ASENA) and engage members in the SENS journey towards a national strategy.

**Regional Manager**

The role leads and coordinates the Regional Network of SENVIC, fostering an inclusive and enabling culture of participation and collaboration. The role provides coordination and support to 5 regions of Regional Victoria:

* Barwon South-West
* Gippsland
* Grampians
* Hume
* Loddon Mallee.

Working closely with the CEO and the SENVIC Leadership Group, the role is a network weaver with a strong focus on capacity building, connecting social enterprise practitioners and encouraging collaborations and collective impact. You will provide stewardship and support for each region to develop self-organising networks of social enterprises and their enablers, to increase engagement with SENVIC programs and deepen relationships.

A warm yet focussed facilitator, you hold space to foster peer-based learning, build relationships, find common ground and encourage curiosity and collaboration. Alongside SENVIC’s Metropolitan Manager, and enabled by the Communications and Engagement Lead, you will provide a central-point for contact, advice and guidance for local leads and other sector leaders in Regional Victoria. In this small and dynamic team, the role is both strategic and hands-on, both a systems thinker and steward, while also pragmatic, realistic and results-oriented.

**Organisational context**

We are a small and buzzing organisation that enables and supports a network of passionate social innovators.

We are highly motivated, conscientious and collaborative people who love what they do and uphold the SENVIC principles:

* enable an independent, practitioner-led network
* collaborate with and support the development of the broader social enterprise ecosystem
* be optimistic, energetic and entrepreneurial
* harness resources effectively for impact.

We know that our work has the greatest impact when it is informed by diverse experiences and perspectives. We strive to build and maintain an inclusive workplace that brings out the best in our people. We encourage, support and celebrate our diversity.

We understand that work–life balance is important and we actively support flexible work across all our roles.

**Key accountabilities for the role**

* ​​Lead and coordinate the Regional Network, providing stewardship and support to each of the five regions and their Local Action Plans.
* Lead and coordinate themed, sector-based or place-based networks as they emerge and establish self-organising practices.
* Build and maintain strong relationships, and oversee multiple layers of relationships between self-organising local collectives that contribute to an impactful network of volunteers and sector leaders.
* Lead and coordinate network gatherings around Regional Victoria from time to time, and attend self-organised network events.
* Represent SENVIC in the community and support engagement with external stakeholders.
* Host regular online and in-person meetings with Regional Local Leads and emerging theme-based networks to share knowledge and build capacity and connection within and between self-organising networks.
* Coordinate with the CEO and Metropolitan Manager to host state-wide meetings and events.
* Facilitate online and in-person forums and peer-based learning programs and events.
* Support SENVIC and routinely contribute to aggregate and integrate knowledge about the social enterprise community to help drive our impact.
* Support the Leadership Group to develop and deliver emerging projects as required including (but not limited to) the Regional Conference, inaugural SENVIC Awards and other initiatives and events.
* Contribute to a strong team culture of experimentation, innovation, evaluation and learning.
* Provide assistance and support at events (including travel) as required.
* Supervise other staff and volunteers as required.

**Key selection criteria**

***Knowledge and skills required***

* **Leadership** - Lead meetings of our diverse membership to find common ground and steward toward action and collective impact.
* **Project management** -Be highly organised and able to coordinate multiple projects and actors simultaneously and to prioritise and manage workflows effectively.
* **Communication** - Have excellent communication skills, adept at thinking though complex issues and communicating them simply and clearly to influence a diverse range of stakeholders.
* **Network and organisational awareness** -Have a sound understanding of the systems, relationships and practices that influence decision-making and create opportunities to promote collaboration and transformational change.
* **Digitally savvy** - Demonstrated strong digital skills and willingness to learn new technologies to strengthen our knowledge of social enterprise and its impact.

***Personal qualities***

* **Values** - Demonstrated commitment to SENVIC’s vision of a just, inclusive and sustainable society through entrepreneurship or community action.
* **Inclusion** - Champion inclusive practices and embrace new ways to make our work more accessible.
* **Flexibility** – Adapt approaches and work to changes in the environment and effectively meet new challenges with creative solutions to tricky situations.
* **Initiative and accountability** – Take responsibility for actions and proactively implement work plans and address issues.
* **Teamwork** – Cooperate effectively with the team and work collaboratively to achieve work plans and goals.

**Bonus points:**

* Deep knowledge and experience of social enterprise.
* Deep knowledge and experience of building participatory culture and strengthening rural and regional communities.
* Experience and training as a facilitator.
* Experience teaching, mentoring or coaching, ideally in a business context.
* Demonstrated knowledge of network and organising theory and an appetite to think outside the box.

*If these criteria speak to you, you could be the perfect person for the job. Formal qualifications and extensive experience matter less than excellence, initiative and drive.*

Other requirements important to our team:

* Legal entitlement to work in Australia and eligibility for a Victorian Working with Children Check (if required).
* A personal commitment to the practice and principles of non-violence, justice, social inclusion and gender equity.
* Commitment to working inclusively with Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse backgrounds, LGBTIQ individuals and communities and people with disabilities.

**How to apply**

Submit your CV and a brief cover letter (of no more than two pages) outlining how your skills and experience make you suitable for this role. You do not need to respond to each key selection criteria in a separate document, however we highly recommend that you focus on the accountabilities and required knowledge and skills when you prepare your application.

We strongly encourage Aboriginal people, people from culturally and linguistically diverse backgrounds, and people with disabilities to apply.

If you need any adjustments to assist you with your application, please contact Nick at [nick@senvic.org.au](mailto:nick@senvic.org.au).

**Important information**

SENVIC is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees consistent with the department’s obligations under the *Occupational Health and Safety Act 2004* (Vic). Therefore, there is a requirement that all employees be fully vaccinated against COVID-19 in order to undertake duties outside of their homes. Prior to commencement of employment you will need to provide evidence that you are vaccinated against COVID-19. Acceptable evidence includes either:

* COVID-19 digital certificate (available via your myGov account)
* your immunisation history statement (available via your myGov account) or
* a letter from the GP who vaccinated you.