

EXECUTIVE OFFICER, SENVIC

Position Description

Responsible to:	Chair of SENVIC
Responsible for:	Nil
Location:	Melbourne
Salary:	Around \$80k plus 9.5% superannuation (depending on experience)
Status:	Temporary until 30 th June 2021 (with possibility of extension)
Hours:	30.4 or 38 hours per week (negotiable)

ABOUT SENVIC

SENVIC (Social Enterprise Network Victoria) is a state-wide practitioner-led network established in mid-2018 by nine founding members, all of whom are leading social enterprises (see list on page 3).

SENVICs purpose is to support the establishment of a thriving social enterprise sector in Victoria.

SENVICs strategic objectives are to:

- Build a connected community of social enterprises;
- Facilitate access to learning and development opportunities; and
- Increase the voice and influence of social enterprise

SENVIC is growing as a member-based organisation for social enterprise practitioners and broader sector stakeholders.

- We are an independent, practitioner-led network.
- We are optimistic, energetic and entrepreneurial.
- We are open and responsive to the needs of the social enterprise sector.
- We collaborate with and support the development of the broader social enterprise ecosystem.
- We use resources effectively for impact.

POSITION PURPOSE

The SENVIC Executive Officer is responsible for supporting the founding members to deliver on the SENVIC Strategic Plan 2019-2020. This includes: growing network membership; delivering regular social enterprise events; advocating for the social enterprise sector in a variety of settings; providing administrative support; and evaluating and reporting on network activities and funding.

The Executive Officer will be employed by CERES for a fixed term up to end June 2021 with the possibility of extension beyond this period.

KEY RESPONSIBILITIES

1. Implement SENVIC's strategic plan

- Maintain a broad understanding of the social enterprise sector
- Oversee the implementation of SENVIC's strategic plan
- Develop SENVIC's future business/sustainability plan (in collaboration with Advisory Board)

2. Act as Executive Officer to the SENVIC Advisory Board

- Oversee the day-to-day operation of SENVIC
- Ensure all administration needs are fulfilled (including developing meeting agendas and documents, attending and recording meeting minutes, circulating meeting minutes and undertaking follow up actions as required) (in collaboration with the chair)
- Take responsibility for the SENVIC budget, monitor expenditure and provide financial reports to the Executive on a monthly basis
- Provide recommendations to the Executive

3. Manage key external relationships

- Act as the main point of contact for members, regional staff and other stakeholders and respond to needs as they arise
- Liaise with the Executive Officers and representatives of other state-based social enterprise networks
- Attend and report to the Department of Jobs, Precincts and Regions Steering Group in accordance with contract obligations (with Executive)
- Actively seek opportunities to advocate for and advance the interests of the sector, including attracting funding and in-kind support (in collaboration with Advisory Board).

4. Oversee SENVIC communications and events

- Design and plan a calendar of social enterprise events (in collaboration with Chair and Communications Manager)
- Research, identify and liaise with guest speakers and consultants of potential interest to the social enterprise sector
- Attend and assist with hosting of events

KEY SELECTION CRITERIA

Essential

1. Knowledge and understanding of social enterprise.
2. Ability to effectively engage and liaise with a range of stakeholders, including community sector, government and philanthropy
3. Experience in coordinating or managing a network or member-based organisation
4. Experience establishing and maintaining a network membership system and database
5. Ability to plan, organise and host stakeholder events
6. Sound planning and administrative skills
7. Ability to prepare operating budgets and financial reports
8. Ability to prepare written reports on project activities

Desirable

9. Experience creating access to best practice industry-specific learning and development

ABOUT SENVIC'S FOUNDING MEMBERS

SENVIC has nine founding members, all of whom are leaders of some of Victoria's largest, longest-standing and highest-profile social enterprises:

- Cinnamon Evans, Chief Executive Officer, CERES
<https://ceres.org.au/>
- Craig Marshall, Chief Executive Officer, The Work Group
<http://www.theworkgroup.com.au/>
- David Brookes, Managing Director, Social Traders
<https://www.socialtraders.com.au/>
- Jaison Hoernel, Chief Executive Officer, Good Cycles
<https://www.goodcycles.org/>
- Lachlann Carter, Chief Executive Officer & Co-Founder, 100 Story Building
<http://www.100storybuilding.org.au/>
- Matt Pfahlert, Chief Executive Officer, Australian Centre for Rural Entrepreneurship
<https://acre.org.au/>
- Rebecca Scott, Chief Executive Officer & Co-Founder, STREAT
<https://www.streat.com.au/>
- Russell Shields, Founder and Chair, The Community Grocer
<https://www.thecommunitygrocer.com.au/>
- Sally Quinn, Executive Director & Co-Founder, Green Collect
<https://www.greencollect.org/>

ABOUT CERES

CERES Community Environment Park is an award-winning, not-for-profit, environment park and urban farm located by the Merri Creek in East Brunswick, Melbourne. Once a landfill site and wasteland, today CERES is a thriving, vibrant community. With over 450,000 visitors a year, CERES is the most visited environmental centre in Australia.

Our vision is for everyone to fall in love with the Earth again.

CERES is a place for community-based learning and action. Through this, we create better ways of living together in five areas: environmental, social, economic, cultural and spiritual. You can read more about CERES, our educational programs and other social enterprises on our website: www.ceres.org.au.

