WOMEN'S HEALTH IN THE NORTH

voice • choice • power

Position Description

February 2019

Position Details	Position Title	Business Development Officer
	Employment Type	0.6 EFT permanent position
	Remuneration	Salary and conditions are in accordance with Women's Health In the North's Enterprise Agreement 2018. The classification for this position is commensurate to Level 5 of SCHCADS Award. Base salary is $81,431 - $85,746 per annum pro rata ($48,858 – $51,447 per annum for the 0.6 EFT position) depending on years of relevant experience. This salary includes a 3% over award payment in line with WHIN's EA. Salary packaging is available and subject to legislative requirements and in accordance with WHIN's policy. In addition to four weeks annual leave, staff are granted an additional three days leave (grace-in-favour days) across the Christmas/New Year period. An initial three month probationary period will apply as part of the employment offer. Privacy and confidentiality agreement and police check required.
	Exemption	EOE H191-2017 – this position is only open to females and people whose gender identity is female (referred to as 'women').
	Location	Women's Health In the North 680 High St, Thornbury, Victoria, 3071
	Reports to	Health Promotion Manager The position will work closely with the CEO and management team.
Organisational Context		WHIN's vision is that all women in the northern region have voice, choice and power in all aspects of their health and wellbeing. WHIN is the regional women's health service which operates in Melbourne's northern suburbs. WHIN addresses gender inequities and the determinants of women's health, safety and wellbeing through leadership, advocacy, research, knowledge translation and strategic partnerships.
Position Summary	Key Objectives	The Business Development Officer has a strategic focus on building, growing and sustaining partnerships and opportunities to

		enable WHIN to maximise its impact and meet its strategic objectives.
Key Result Areas	Partnerships and Stakeholder relationships	• Develop, implement and monitor an organisational marketing and business development strategy in conjunction with the Manager and CEO. • Identify, target and develop strategic stakeholder relationships that are aligned to WHIN's overall strategy. • Actively seek out appropriate partnerships with government, funding bodies, business and community leaders to realise business development opportunities, and to enable WHIN to build on its capacity and deliver its vision. • Support the organisation to build organisational capability and growth.
	Income Growth and Diversification	• Maintain a comprehensive grants database, identifying funding sources, criteria and timelines. • Work collaboratively with the CEO, Managers and staff to promote and grow WHIN's programs and services. • Diversify WHIN's funding base to include business and corporate initiatives. • Develop, write and submit applications for funding, and actively support and contribute to the grant acquittal process where required. • Develop WHIN's fundraising capacity and instigate and manage fundraising campaigns and events.
	Marketing and Promotions	• Develop and implement WHIN's marketing and business plans. • Identify WHIN's key target markets, and ensure that the organisation remains relevant to, and is actively engaging with its key target markets. • Actively promote WHIN's work via marketing and promotional collaborations, coordinating and managing events where required. • Seek opportunities for promotion and placement of WHIN's resources in the market. • Support the organisation to develop appropriate internal systems that strengthen WHIN's marketing and fundraising.
Key Selection Criteria	Essential	• Relevant tertiary qualifications and extensive experience in business development. • Demonstrated experience in developing partnerships and stakeholder relationships. • Demonstrated conceptual understanding and commitment to feminist theory and addressing gender inequities in relation to women's health, safety and wellbeing.

		• Excellent and demonstrated communications skills, including funding applications, report writing, digital communication skills, public relations and presentations. • Demonstrated experience in fundraising, income growth and diversification. • Demonstrated experience in marketing and promotions. • Strong planning, time management and organisational skills. • A strong understanding of the not-for-profit sector. • Ability to work both independently and as part of a team and respond flexibly to team demands and priorities. • Victorian Driver's Licence.
	Desirable	• Knowledge of Melbourne's northern metropolitan region. • Ability to speak a community language.
Performance Monitoring		Regular supervision will be provided and performance feedback provided. The Business Development Officer will be expected to participate in an annual Performance and Development Planning process.
Application Details		Written applications addressing the Key Selection criteria, marked 'Confidential', with three nominated referees, including your most recent line manager to: CEO Women's Health In the North 680 High Street Thornbury, VIC, 3071 Email Address: info@whin.org.au
Further Information		If you have specific queries about this position, please contact Sandra Morris or Helen Riseborough at Women's Health In the North on 94841666. For more information go to WHIN's website: http://www.whin.org.au/work-available.html **ONLY APPLICATIONS ADDRESSING THE KEY SELECTION CRITERIA WILL BE CONSIDERED.** CLOSING DATE FOR APPLICATIONS: 9am Tuesday 10th March 2020