

Gender Equality Programs & Communications Manager, Trawalla Foundation

Location: Melbourne

FTE: 0.8 - 1.0 (flexible)

About the organisation

Trawalla Foundation: The Trawalla Foundation is the private family foundation for Carol and Alan Schwartz and their children, and is led by Sarah Buckley. In November 2020 Carol was recognised with the nation's highest philanthropic honour, the 'Leading Philanthropist' Award by Philanthropy Australia.

The Trawalla Foundation works with exceptional individuals and organisations that have a vision for the future of Australia, focused on strengthening gender equality, creativity, sustainability and social justice within our society. A belief in the value of more female leaders, especially in business, media and politics underpins our work. We adopt a range of levers including grants, investments, skills, networks and advocacy, to deepen the impact of the individuals and organisations that we collaborate with.

Women's Leadership Institute Australia: The Women's Leadership Institute Australia (WLIA) is a not-for-profit organisation, founded by Carol Schwartz AO and in 2021 celebrated its ten-year anniversary. WLIA is the research and advocacy arm of the Trawalla Foundation, focused on finding the best levers for change to achieve equal voice, equal representation and equal recognition for women in Australia.

We catalyse practical initiatives for change, often in collaboration with strategic partners locally and internationally. Example initiatives include Pathways to Politics Program for Women, Women for Media Database, the Panel Pledge and WLIA Fellowships.

About the role

This dynamic and varied role offers an exciting opportunity to join a bold and high impact organisation. Working with a small and committed team, the role will be integral to the efficient and effective operation of the Trawalla Foundation and the Women's Leadership Institute Australia (WLIA).

Reporting into the Chief Executive Officer of the Trawalla Foundation with support from the Administration & Communications Coordinator, you will be focused on high quality execution of our gender equality initiatives, grant-making and communications related tasks. The role includes working closely with the CEO to project manage the gender equality initiatives across Trawalla Foundation and WLIA as well as leading the brand, communications and content development for TF and WLIA. Duties include:

- Supporting core gender-equality and community sector partnerships, including stakeholder management and grants management.

- Managing the brand and communications activities for Trawalla Foundation and WLIA, involving leading ongoing digital media, marketing and communications initiatives, including tactical communications e.g. writing newsletters, website updates, planning and executing events (online and in person), social media content production, etc (with support from the Administration & Communications Coordinator).
- Project manage key gender-equality initiatives, with a core focus supporting the WLIA Fellows and on the national Pathways to Politics Program for Women, including supporting the national network of universities, managing the Pathways Alumni Mentoring Program and other national alumni supports and communications. This will be a core focus of the program as the Pathways program expands across new states in the coming years.
- Preparation of board reporting for the Trawalla Foundation and WLIA.
- Work closely with the CEO to strategically identify and respond to new opportunities with a focus on gender equality and women in leadership.

About you

You thrive in an entrepreneurial and fast-paced environment, you are highly motivated, and willing to learn and adapt as needed.

You have outstanding communications skills, a demonstrated ability to develop high-quality content and collateral, and are confident managing multiple competing priorities and delivering to deadlines.

You are quick to build strong working relationships with key stakeholders, naturally collaborative, and have an ability to exercise confidentiality with sensitive information. You have a broad understanding of the philanthropic and/or social sectors.

You are able to work independently and flexibly adapt to challenges and opportunities within a close team environment.

You enjoy project managing new and existing initiatives and have a pragmatic and problem-solving mentality. You are highly organised, have strong attention to detail and gain satisfaction from seeing projects through to successful launch or completion.

You have a passion for philanthropy and social innovation, and are a supporter of gender equality and growing the critical mass of women in leadership.

You have excellent communication skills, especially in developing clear and compelling written content. You have a working knowledge of some digital marketing and social media platforms, for example Mailchimp, Canva, YouTube, LinkedIn and Twitter. You are a strong communicator who is keen to create engaging content for a wide audience.



You will ideally have 4-5 years of experience, particularly in the philanthropic or social sector, and relevant tertiary qualification/s.

Trawalla Foundation & WLIA are committed to creating a diverse and inclusive work environment and are proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, gender identity, sexual orientation, disability or age. We strongly encourage people from all cultural backgrounds to apply, including Aboriginal and Torres Strait Islander people.

Trawalla Foundation & WLIA work flexibly with a blend of at home and in office (Melbourne CBD) that can vary week to week. We are open to the role being four or five days per week.

To apply

Please use this link to apply: <https://wlia.smartygrants.com.au/programscommsmanager>

Appendix: Core team for Trawalla Foundation and WLIA

Carol Schwartz, Chair of Trawalla Foundation and WLIA: Carol Schwartz AO is one of Australia's most dynamic business and community leaders with a diverse career across property, the arts, finance, investment, entrepreneurship, government and health. Carol has been recognised for her leadership via a range of honours including her 2019 appointment as an Officer of the Order of Australia, 2020 Leading Philanthropist Award by Philanthropy Australia, an Honorary Doctorate from Monash University, induction into the Australia Property Hall of Fame, and a Centenary Medal. Carol has chaired and participated in numerous listed and private company boards, and current board roles include the Reserve Bank of Australia, Trawalla Group and Chair of EQT Holdings Limited. Throughout her career Carol has been a passionate advocate for gender equality and women in leadership, and as Chair of the Trawalla Foundation and the Women's Leadership Institute Australia, she has catalysed a range of initiatives to grow the critical mass of women in politics, business and the media.

Sarah Buckley, Chief of Staff for Carol Schwartz AO and Chief Executive Officer Trawalla Foundation: Sarah is a collaborative, strategic and values-driven leader with over sixteen years' business leadership experience in social innovation, ESG integration and responsible investments. Sarah has been a sought-after sustainability consultant to major Australian companies, led PwC's award-winning Corporate Responsibility team, and held senior roles creating innovative businesses including PwC's Indigenous Consulting. Sarah is currently Chief of Staff for Carol Schwartz AO and CEO for the Trawalla Foundation. Sarah works closely with Carol on finding the best levers for change to achieve equal voice, equal representation and equal recognition for women in Australia - especially in business, politics and the media. A broad portfolio that in 2021 included a Victorian Government Inquiry into Economic Equity for Victorian Women chaired by Carol, significantly expanding Trawalla Group's female founder investments and flagship initiatives such as the national Pathways to Politics Program for Women, Women's Leadership Institute Australia Fellows, and the Women for Media research series.

Eloise Shepherd, Administration & Communications Coordinator: Eloise is an experienced administrative and communications professional. Before joining Trawalla Foundation in June 2022, Eloise was previously the Engagement Manager at Grattan Institute, Australia's leading independent public policy think tank, and has worked at the Australian Energy Regulator and the Australian Competition and Consumer Commission, dealing with private and public sector stakeholders. Eloise holds a Graduate Diploma in Public Relations from Deakin University. She is passionate about public policy and politics, with a particular interest in women's equality and climate change.