

Staff Position Description

Date:	February 2024
Title of position:	Data and Reporting Officer
Reporting to:	Head of Impact
Hours:	0.6 FTE (negotiable)
Location:	Abbotsford
Positions reporting to this role:	Reporting volunteers

About SisterWorks

SisterWorks is a not-for-profit social enterprise based in Victoria.

SisterWorks' mission is to support women from refugee, asylum seeker or migrant backgrounds to improve their confidence, mental wellbeing, sense of belonging and economic outlook. SisterWorks does this through providing learning opportunities in a safe environment where Sisters can build their skills and community and gain both the knowledge and the confidence to seek employment or further study. Our vision is an Australia where all migrant women are given the opportunities to become economically empowered.

The SisterWorks model, 'Work Empowers Women', is centred around empowerment, fostering a sense of independence and providing opportunities for building a community, learning new skills, and earning an income. This is achieved via our Empowerment Hubs in Abbotsford, Bendigo and Dandenong, as well as our Mobile Hubs in areas where access to services are limited.

SisterWorks is committed to seeking engagement and guidance from the women we support and is constantly looking for new ways to positively impact the lives of more Sisters.

Position Purpose

SisterWorks is seeking an experienced Data and Reporting Officer to provide support to our grants, philanthropy and reporting team. The role works collaboratively across all SisterWorks' to report on the impact of our Programs, Social Enterprise and Operations.

Key Responsibilities

- Prepare accurate and timely reports
- Collaborate across the organisation to gather necessary information and case studies for reporting purposes
- Meeting existing contractual obligations through the provision of timely, accurate, easy to understand, up to date reports
- Running complex reports from existing databases, analyse and interpret the resulting information

Selection Criteria

Knowledge and skills

- *Analysis and evaluation:* understanding of data structures and processes to clean and

- prepare complex data for analysis and evaluation.
- *Technical knowledge:* demonstrated experience in data analysis including developing analytical reports using data from a large range of sources and programs including Microsoft Excel to manage, analyse and visualise data. Demonstrated experience in data management including working with data from a wide range of sources including CRM, social media platforms and local files (e.g., Microsoft Excel).
- *Written and communication:* demonstrated experience in research projects, including preparation of written reports. Demonstrated abilities to source data from various databases and analyse large datasets to write comprehensive internal and external reports
- *Problem solving:* seeks all relevant information for problem-solving; liaises with stakeholders to address issues arising; identifies and proposes workable solutions; implements solutions and evaluates effectiveness.
- *Desirable:* experience working in CRM systems.

Personal qualities

- *Drive and commitment:* enthusiastic and committed; demonstrates capacity for sustained effort and hard work; sets high standards of performance for self and others; enjoys a vigorous and dynamic work environment.
- *Time management and organisation:* ability to work with minimal supervision, manage time effectively and work to tight timeframes. Highly organised and ability to prioritise specific tasks based on external deadlines.
- *Teamwork:* cooperates and works well with others in pursuit of team goals, collaborates and shares information and works well with the different working styles of others. Excellent collaboration and interpersonal skills with the ability to work in partnership with all levels of staff.

Qualifications

- An appropriate tertiary qualification in data science, computer science, psychology, public policy, social research or international relations, international development with strong analytic components

Specialist expertise

- 2-3 years previous experience in a similar role
- Knowledge of issues facing migrant, refugee and asylum seeker women in Australia
- *Desirable:* experience working within the migrant, refugee and asylum seeker and/or community sector in Australia
- *Desirable:* working knowledge of program impact, grants and philanthropy, and project methodology

To be eligible for employment with SisterWorks you must be legally entitled to work in Australia and have satisfactory background checks prior to employment, such as mandatory police check and working with children check.

Why work with SisterWorks?

This role is an exciting opportunity for someone who is passionate about supporting women and elevating the voices of women to create change.



We know with diversity comes strength. We want SisterWorks to be a team of many races, nationalities, sexualities, gender identities, religious beliefs, abilities, and ideas. We particularly encourage women with a lived experience as a migrant, refugee or asylum seeker to apply for our roles.

We offer a work environment that prioritises flexibility, wellbeing and work outcomes, including a balance between working from the office and home.

A competitive salary commensurate with the not-for-profit sector is offered together with the availability of salary packaging.

How to apply:

To apply for this position please email a copy of your CV and a one-page-pitch responding to the selection criteria noted above to **admin@sisterworks.org.au**

We are committed to filling this role as soon as possible. Applications will be assessed upon submission, and we may conduct interviews and make a hiring decision before the closing date.