



ethical
clothing
AUSTRALIA

Title: National Manager

Employer: The Homeworkers Code Committee Incorporated, trading as Ethical Clothing Australia (ECA)

Role: Permanent, Full Time, based in Melbourne, Victoria (the office is in Fitzroy)

1. Organisational purpose

Ethical Clothing Australia works collaboratively with local textile, clothing and footwear (TCF) businesses to protect and uphold the human and labour rights of Australian TCF workers. The Ethical Clothing Australia program protects the hardworking and skilled people who are an integral part of Australian industry by ensuring that they are working in safe conditions and receiving their legal pay and entitlements. This includes outworkers who are particularly vulnerable in the TCF industry as they often work in isolation, facing unrealistic deadlines, long hours, irregular work and occupational health and safety issues. Once compliant, accredited businesses can display the Ethical Clothing Australia trademark on their Australian-made products, providing consumers and major purchasers with a way to identify and support ethical and locally made products. Ethical Clothing Australia is exploring new service offerings and continually provides education and awareness about ethical manufacturing. Ethical Clothing Australia is governed by the Homeworker Code Committee consisting of representatives from the Textiles Clothing and Footwear Union, employer organisations and accredited-businesses.

2. Position purpose

The National Manager is responsible for ensuring the organisation delivers on its mission to protect and uphold the rights of workers in Australia's textile, clothing and footwear (TCF) industry. Working closely with the Homeworker Code Committee, the National Manager ensures that the organisation operates effectively, meets its legal obligations, and delivers on its strategic objectives. The National Manager plays a critical leadership role in ensuring Ethical Clothing Australia is well positioned to grow participation in its accreditation program and to capitalise on new initiatives and funding sources that will support its long-term sustainability. Leading a small team, this role must foster a collaborative and high-performing work environment to ensure effective operations and the delivery of organisational goals. The National Manager holds strong external relationships across government, industry, unions and civil society and plays a critical leadership role in representing the organisation at public events, forums and in the media.

This position reports to Homeworker Code Committee and oversees a small team of up to 8 FTE.

3. Key Responsibilities

As the National Manager you will:

1. Work closely with the Homeworker Code Committee to implement the organisation's strategic direction and deliver its operational priorities. You will regularly report to and take direction from the Finance and Operations Subcommittee, providing timely and accurate information, strategic advice and recommendations to support informed decision-making.
2. Prepare Committee papers, coordinate meeting agendas, provide updates on organisational performance, financial management, operational activities, strategic initiatives and organisational risks, and ensure actions arising from meetings are implemented. You will ensure the Committee is appropriately informed to discharge its governance responsibilities and that Ethical Clothing Australia operates in accordance with all relevant legislative, contractual and regulatory obligations.

3. Manage government funding agreements and drive new revenue diversification that support the long term sustainability of the organisation. You will be responsible for managing government funding agreements, including compliance with contractual obligations and achievement of the agreed Key Performance Indicators (KPIs). Working closely with the Homeworker Code Committee, you will identify and pursue new funding opportunities, strategic partnerships, service offerings and other revenue-generating initiatives that strengthen the organisation's financial sustainability and increase sources of untied funding.
4. Ensure effective and efficient operations of the organisation, including strategic financial planning, budgeting, forecasting, financial performance monitoring and audit processes. Oversee the organisation's operational systems, policies, procedures, registers, insurances and internal controls to ensure effective governance, compliance and the sustainable delivery of organisational objectives.
5. Provide government relations support to the Committee. You will assist the Committee in developing strong partnerships with governments and other relevant bodies in the areas of funding and procurement. You will build and strengthen relations with policy makers and departmental and government stakeholders and prepare submissions and reports on behalf of Ethical Clothing Australia.
6. Maintain oversight of an efficient and effective accreditation program and promotion of the Ethical Clothing Australia label and trade marks and other service offerings. You will work closely with the Textile, Clothing and Footwear Union (Timber, Furnishing & Textiles Union) Compliance and Outworker Outreach staff. You will also build strong relationships with participating businesses and industry stakeholders, and identify opportunities to grow participation and enhance the value of the Ethical Clothing Australia label, trademarks and other service offerings.
7. Oversee marketing, campaign and advocacy activities to support the retention and growth of the number of manufacturers, brands and value-adders in Ethical Clothing Australia's accreditation program and other initiatives.
8. Oversee events, communications and marketing activities that educate stakeholders and promote ethical manufacturing, the accreditation program, the trademark and other organisational initiatives.
9. Oversee a range of projects and associated works activities including the delivery of the recently implemented CRM. You will need to manage multiple operational and strategic projects that deliver support the future growth and sustainability of Ethical Clothing Australia.
10. Lead and develop a high-performing team across administration, accreditation, marketing, communications and other organisational functions. You will create a positive, collaborative and accountable workplace culture, supporting staff to achieve organisational objectives through effective leadership, coaching, mentoring, regular communication, supervision and performance management.
11. Represent Ethical Clothing Australia as the organisation's public spokesperson by promoting the organisation's mission and values at industry forums, meetings, events and in the media, effectively communicating the importance of ethical manufacturing practices, labour rights and worker protections.
12. Build relationships with other NGOs/civil society committed to ethical work practices. You will maintain and develop strong external relationships that will be key to the organisation's advocacy efforts, increased awareness and future growth.
13. Given the national scope of the role, interstate travel will be required from time to time to support stakeholder engagement, organisational priorities and key initiatives.

4. Key Selection Criteria

1. You have experience in a not-for-profit management and reporting to a Committee of Management or Board. You understand the reporting and compliance requirements for a non-government organisation and are able to manage governance and operational responsibilities.
2. You are skilled and knowledgeable in meeting the requirements of government funding agreements and/or other contracts. You are able to manage multiple agreements and associated project plans and KPIs and can oversee reporting requirements.
3. You can manage a diverse range of projects. You have the skills necessary in overseeing different projects across IT, legal, financial and marketing spheres. You use systems to track progress and identify or mitigate any risks. You ensure that appropriate processes and procedures are in place.
4. You have the ability to achieve strategic outcomes through advocacy and effective engagement. You can build and strengthen relations with policy makers and relevant stakeholders and can prepare submissions and reports using research and impact reporting. You have experience in maintaining and developing strong networks amongst diverse stakeholder groups including government, business, trade unions, academics and NGOs.
5. You are a people manager and have proven leadership experience and skills. You can manage small teams and have the ability to lead and maintain highly functioning and collaborative teams. You are proactive and resourceful with an ability to work both independently and to lead a committed team.
6. You have knowledge and insights into our local TCF industry (preferable). You will be proactive in engaging with local manufacturers, businesses and industry stakeholders; providing information about the accreditation program and its benefits and seeking opportunities for involvement and promotion in industry programs and events. You will have the capacity to provide expert advice on the accreditation program and its administration.
7. You have knowledge and insights into the role of unions (preferable). You will need to work closely with the TCF Union as it delivers the auditing work and you will assist in ensuring that the appropriate documentation and processes are in place to assist with this work and worker outreach.
8. You share our values – integrity, respect, accountability, transparency and professionalism - and have an understanding of and commitment to the values and objectives of ECA.
9. Excellent communication skills including proven track record of public speaking and presenting, and experience liaising with the media.
10. You have a willingness to travel and a valid driver's licence. You will be leading a national program and will be required to travel interstate from time to time for meetings and events.

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