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Where not-for-profits go for help

Quality Assurance Lead SMARTYGRANTS TEAM

About Our Community

The [Our Community group](#) is a well-established, world-leading, award-winning social enterprise that provides advice, connections, training and easy-to-use tech tools for people and organisations working to build stronger communities.

Our partners in that work are not-for-profit organisations and social enterprises; government, philanthropic and corporate grantmakers; donors and volunteers; enlightened businesses; and other community builders.

Our vision centres on social inclusion and social equity. Our dream is that every Australian should be able to go out their front door and stroll or wheel to a community group that suits their interests, passions and needs – or log on and do the same.

We have an ambitious agenda; we're not constrained by bureaucracy or boundaries; we're not interested in internal politics or egos, just in contributing something useful to society. We don't have layers of management, and we don't want someone to be a cog in the wheel of a corporate system. We want you to have plenty of opportunity to make Our Community platforms your own, and for you to be as excited about their potential as we are.

We want to help make it easy for people to join in, learn, celebrate, worship, plant trees, play a game, entertain and be entertained, care and be cared for, support others and be supported, advocate for rights and celebrate diversity. To get involved. To be valued.

About the role

Testing at SmartyGrants is embedded within our delivery streams, with business analysts, developers and data analysts all contributing to validation. We have a growing base of test automation – including Selenium and Playwright suites – automated tests built into our software development lifecycle, and established regression testing practices across the platform. As the platform grows and AI-assisted development shifts more effort into review and validation, we're investing in greater strategy, structure and consistency in how quality is assured.

This is a newly created role, bringing a single point of ownership to that work. You will take a capable but distributed testing practice and give it a coherent strategy, framework and governance layer. We're starting with a 12-month contract, with genuine potential to extend or convert to permanent. The role is deliberately hands-on: you will run testing yourself while shaping the strategy, tooling and discipline that lift quality across a platform thousands of grantmakers depend on. You will be in the detail and on the tools, especially early on.

What we need you to do

Your work will move through three overlapping phases – assess, build, operate.

Assess and align (first months)

- Perform UAT and manual testing across active work, both to support delivery and to build a genuine understanding of the platform

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- Review our existing Selenium and Playwright coverage and regression practices, assessing what is covered, what is missing and where automation can be extended most effectively
- Understand how the stream teams currently test, how AI is already being used and where the real quality risks sit

Formalise the QA practice

- Author a pragmatic test strategy and framework that brings structure to our existing testing effort
- Improve traceability between requirements and tests, and establish clear criteria for what warrants automated regression coverage
- Introduce or embed test management tooling (for example Zephyr or Xray) to bring our regression and test assets into a single, maintainable system
- Refine how AI is used in testing (where it adds leverage and where it introduces risk) and the evidence standards that apply to AI-generated tests and AI-assisted code
- Strengthen release sign-off discipline, including test summary reporting, so releases are approved on evidence

Operate and mature

- Own the testing system on an ongoing basis – coverage, reusability, maintenance and QA metrics
- Direct the extension of automation and its integration into CI/CD, working with our engineers rather than building everything yourself
- Formalise UAT and end-to-end testing so user journeys are validated across streams, not in silos
- Coach business analysts and stream teams so testing becomes a shared capability with common standards, rather than something that either lands on BAs by default or is fully absorbed by one person

Essential Knowledge, Skills & Experience

- Tertiary qualifications in Information Technology or a related discipline or commensurate experience in a similar environment
- Deep knowledge of testing practices, including automated testing, requirements-to-test traceability, and CI/CD test integration
- Experience embedding release sign-off governance and coaching/mentoring stream teams to lift shared testing capability
- Experience ensuring test environments are stable, representative and fit for purpose for UAT and regression testing
- Hands-on experience running UAT and manual testing, not just overseeing it
- Confident reading and assessing existing test automation (e.g. Selenium, Playwright) to judge coverage and direct where it should be extended
- Working knowledge of security best-practices as they apply to testing
- Skilled at reading logs/stack traces to triage defects on a Java/Linux stack
- Strong planning, prioritisation and organisation skills across concurrent workstreams
- High level written and verbal communication and interpersonal skills
- Well-developed conceptual and analytical skills
- Demonstrated experience authoring or significantly shaping a test strategy in a product environment
- A belief in and commitment to our [Manifesto](#).

Above all we want you to be a part of a unique environment where everyone contributes and worries less about official job descriptions and more about working together to get things done. We share our work, and we help each other when needed.

Highly Desirable Knowledge, Skills & Experience

- A natural values-based leader, team player and positive collaborator
- Solid QA experience in a software product environment, with the maturity to bring strategy and governance to an established but distributed testing practice
- A genuinely hands-on temperament where you see UAT and manual testing as how you learn a platform and not as beneath you
- Strong automation literacy, with the ability to shape and extend Selenium and Playwright suites - but you define yourself by quality outcomes, not by how much code you write
- Experience introducing traceability practices as a testing team scales
- Hands-on use of AI tooling in a testing workflow with a clear sense of where it holds up and where it doesn't
- Familiarity with test management tooling such as Zephyr, Xray is a bonus but not essential
- The ability to coach and lift the capability of people around you
- Clear, pragmatic communication – you know when "good enough" keeps delivery moving and when to hold the line on quality
- A commitment to excellence and a high attention to detail and accuracy
- Flexibility in thinking and coping with multiple and changing priorities

Other relevant information:

The nature of this role is quite varied, and we know our strength comes from the diversity of our people and so we want people with different experiences and backgrounds to apply.

We recognise the importance of balance and flexibility and understand that it's not a one size fits all approach. We'd be delighted to welcome applicants from a variety of situations, including parents returning to the workforce.

Our organisation is one that is as supportive and socially conscious as it is agile and explorative. Our DNA of commercial mind and social heart captures who we are at our core. We have a great working atmosphere with an inclusive, fun work culture. Our team is full of highly collaborative, diverse and highly skilled awesome people.

When in the office, standard business hours are 9am to 5pm Monday – Friday, however, start and finish times are flexible. Currently our team is working partially from the office and partially from home or other remote locations.

To create a better work-life balance, the Our Community team works a 4-day week (pay for 5 days). We deliver 100% of the work in 80% of the time for 100% of the pay. We have high productivity, reduced stress levels, improved mental health and great team cohesion. The successful applicant will be required to work a 5-day week during the 3-month probationary period.

Our Community is located at 552 Victoria Street (corner of Curzon Street and Victoria Street), Wurundjeri Country, North Melbourne. We work in a modern, bright, art-filled, open plan office and operate in a fairly informal manner (you don't have to dress up).

The successful candidate:

- Must be an Australian Citizen.
- Will be required to undertake a Police Check.
- Will be subject to a probationary period of three (3) months.