

POSITION DESCRIPTION

Director Growth, Partnerships and Community

ABOUT SPECTRUM

Spectrum Migrant Resource Centre Ltd (Spectrum) is a not-for-profit organisation, delivering culturally appropriate and responsive services to people with migrant and refugee backgrounds predominantly living in the Northwest Metropolitan region of Melbourne. Our service areas include migration and settlement, family relationship and parenting, social and economic inclusion, aged care, disability, and family carers.

Our Vision An inclusive Australia, a place where cultural diversity and community connection enhances the lives of all.

Our Mission We work together with people from migrant and refugee backgrounds, supporting their aspirations to arrive and settle well, stay connected, age with dignity and shape their own futures.

Our Purpose For everyone to 'feel at home'

Our Values **Belonging:** We create spaces and foster relationships where people feel seen, heard and accepted.
Respect: We lead with empathy and care, always putting our people first, championing diversity and inclusion.

Connection: We work in partnership with people, communities and sectors to foster shared connections for the greatest impact.

Excellence: We are transparent, honest and accountable in all that we do.

POSITION PURPOSE

The Director Growth, Partnerships and Community is responsible for leading Spectrum's growth, partnerships, community engagement, service design, outcomes measurement, innovation and strategic development functions. Reporting to the Chief Executive Officer and working closely with the Executive Leadership Team, the Director is responsible for identifying, securing and progressing sustainable growth opportunities that strengthen Spectrum's mission, increase community impact and support long-term organisational sustainability. The role leads Spectrum's growth and diversification agenda through strategic partnerships, funding development, philanthropy, community engagement, innovation, service design and impact measurement.

Working closely with the CEO and the Chief Operating Officer, the Director is accountable for identifying and progressing new growth opportunities, partnerships, funding streams and collaborative initiatives. The Chief Operating Officer retains responsibility for operational readiness, implementation, service delivery and ongoing performance of approved growth initiatives.

As a member of the Executive Leadership Team, the Director shares responsibility for organisational performance, culture, sustainability, innovation, community impact and implementation of Spectrum's strategic priorities while ensuring all growth initiatives remain aligned with Spectrum's purpose, values and commitment to migrant and refugee communities.

POSITION INFORMATION

Location	Level 5, 61 Riggall Street, Dallas, 3047 or Sunshine
Award	Social, Community, Home Care and Disability Services Award
Classification	Level 8 plus
Employment Period	2 years
Hours of Employment	Full time

KEY RESPONSIBILITIES	
Executive Leadership and Organisational Stewardship	• As a member of the Executive Leadership Team, promote a One Spectrum approach that fosters collaboration, accountability, innovation and enterprise-wide leadership. • Contribute to organisational planning, strategy implementation and organisational development. • Support organisational transformation, innovation and continuous improvement initiatives. • Provide expert advice to the CEO and Board regarding growth opportunities, sector trends and emerging opportunities. • Contribute to a culture of leadership, accountability, inclusion and high performance. • Represent Spectrum in strategic forums, networks and external partnerships. • Support organisational governance and stewardship responsibilities.
Growth Strategy and Revenue Diversification	• Lead implementation of Spectrum's Revenue Diversification Roadmap. • Identify and progress sustainable growth opportunities aligned with organisational priorities. • Develop and assess growth opportunities including fee-for-service, social enterprise, philanthropy, corporate partnerships and alternative funding models. • Lead development of business cases, growth plans and investment proposals. • Monitor growth opportunities and assess return on investment. • Support expansion of existing services into new markets, communities and locations. • Work collaboratively with the COO and CFIO to assess organisational readiness for growth initiatives. • Maintain a robust pipeline of growth opportunities and strategic investments.
Partnerships, Government Relations and Stakeholder Engagement	• Lead Spectrum's strategic partnership and stakeholder engagement agenda. • Develop and strengthen strategic relationships across government, community, philanthropic, corporate and academic sectors. • Identify and develop partnership opportunities that enhance organisational sustainability and community outcomes. • Strengthen relationships with funders, commissioners and strategic investors. • Lead government relations activities that support organisational priorities and growth opportunities. • Support the CEO in sector engagement, policy discussions and advocacy initiatives. • Participate in collective impact, place-based and cross-sector initiatives that address systemic barriers affecting migrant and refugee communities. • Position Spectrum as a trusted partner, collaborator and sector leader.
Community Engagement, Leadership and Co-Design	• Lead Spectrum's community engagement and participation strategy. • Ensure community voice, lived experience and cultural knowledge inform organisational planning and service development. • Champion co-design and culturally responsive engagement approaches across Spectrum. • Strengthen community leadership and support pathways for emerging community leaders. • Develop mechanisms that enable diverse communities and people with lived experience to contribute to planning, advocacy and organisational improvement. • Support community capacity building and participation initiatives. • Build organisational capability in culturally responsive engagement and community leadership. • Ensure migrant and refugee communities continue to influence organisational priorities and future directions.

KEY RESPONSIBILITIES

Grants, Tenders, Philanthropy and Funding Development	• Provide executive leadership for organisational funding development activities. • Lead major grant, tender and funding proposal development. • Strengthen philanthropic, corporate and community fundraising opportunities. • Develop and maintain strategic funding partnerships. • Improve organisational capability in grant writing and tender management. • Coordinate cross-functional input into funding applications. • Establish systems to identify, monitor and track funding opportunities and conversion rates. • Drive diversification of non-government revenue streams.
Service Design, Outcomes and Evaluation	• Lead organisational capability in service design, impact measurement and evaluation. • Embed evidence-informed and community-centred service design methodologies. • Support development of new programs, services and innovative models of support. • Strengthen organisational outcomes measurement and impact reporting capability. • Ensure evaluation frameworks are implemented across major initiatives. • Use evidence, community insight and data to inform service innovation and improvement. • Develop strategic research partnerships with universities and research organisations. • Promote the use of evidence and learning to strengthen organisational effectiveness and influence.
Innovation and Future Development	• Lead innovation initiatives that support organisational growth, sustainability and community impact. • Monitor emerging social, demographic, technological and funding trends. • Identify opportunities for new service models, partnerships and future growth initiatives. • Foster a culture of experimentation, learning and innovation. • Support development of pilot projects, innovative funding approaches and collaborative initiatives. • Develop partnerships that strengthen Spectrum's ability to respond to emerging community needs.
Strategic Planning and Market Intelligence	• Monitor social, demographic, economic, policy and funding trends relevant to Spectrum's work. • Undertake market, sector and environmental analysis to identify opportunities and risks. • Support organisational strategic reviews and planning processes led by the CEO. • Provide market intelligence and strategic insights to the Executive Leadership Team and Board. • Contribute analysis to support future service planning, growth opportunities and sustainability.
Communications, Advocacy and Organisational Profile	• Provide executive oversight of Spectrum's marketing and communications function. • Strengthen Spectrum's brand, profile, reputation and thought leadership. • Promote organisational achievements, innovation and impact. • Support communication of growth initiatives, partnerships and community outcomes. • Ensure consistent organisational messaging across stakeholders. • Support advocacy activities aligned with Spectrum's priorities. • Strengthen community trust and stakeholder confidence through effective communication and engagement.

KEY SELECTION CRITERIA	
Qualifications	- Degree qualification in Business, Community Development, Social Sciences/ allied health, Human Services, Public Health, Communications, Marketing, Economics or a related field. - Postgraduate qualification in Business, Community Development, Public Administration, Social Policy, Evaluation, Management or a related discipline, or equivalent executive leadership experience.
Skills & Experience	Multicultural, Settlement and Community Services Leadership - Significant senior leadership experience within multicultural, settlement, migrant, refugee, community services, health or human services sectors. - Demonstrated experience working alongside migrant, refugee and culturally diverse communities and supporting community-led approaches. - Deep understanding of settlement, social inclusion, community development and culturally responsive practice. - Demonstrated ability to lead programs, partnerships and initiatives that improve outcomes for migrant and refugee communities. - Strong commitment to diversity, equity, inclusion and anti-racism principles. Growth, Partnerships and Business Development - Demonstrated success identifying, assessing and delivering strategic growth opportunities. - Experience developing sustainable business models and revenue diversification initiatives. - Proven success establishing and managing strategic partnerships that deliver measurable outcomes. - Experience developing business cases, investment proposals and growth strategies. Funding Development and Revenue Diversification - Significant experience securing grants, tenders, philanthropic investment, corporate partnerships and diversified revenue streams. - Demonstrated success leading complex funding submissions and partnership proposals. - Strong commercial acumen and understanding of organisational sustainability. Community Engagement and Co-Design - Demonstrated experience leading community engagement, participation and co-design initiatives. - Experience building community leadership and supporting lived experience participation. - Strong understanding of culturally responsive community engagement approaches. Service Design, Impact and Evaluation - Demonstrated experience in service design, evaluation, outcomes measurement and impact reporting. - Experience using data, evidence and community insight to inform decision-making and innovation. - Experience developing evaluation frameworks and organisational learning systems. Innovation and Organisational Influence - Demonstrated experience leading innovation and organisational improvement initiatives. - Experience contributing to policy discussions, advocacy, systems reform or collective impact initiatives. - Ability to identify emerging trends and translate them into practical growth opportunities.

KEY SELECTION CRITERIA

	- Strong analytical, conceptual and problem-solving skills. Leadership and Organisational Capability - Proven experience leading high-performing teams and fostering collaborative organisational cultures. - Exceptional stakeholder engagement, influence and negotiation skills. - Demonstrated ability to work effectively across organisational boundaries and lead through influence. - Experience operating successfully within complex regulatory, government and funding environments.
Mandatory Compliance Documents Required for this position	- Clear 'Police Check', within the last twelve months - Current Working with Children Check card - Must satisfy all visa requirements for working in Australia.

KEY RELATIONSHIPS

Internal	Chief Executive Officer Chief Operating Officer Chief Finance and Information Officer Director People, Culture and Wellbeing Director Quality and Governance Operational Managers Service Leaders Board Committees as required
Direct reports	Marketing and Communications Lead Future growth and strategic development positions as approved by the CEO
External	Government departments Funding bodies Philanthropic foundations Community organisations Universities and research partners Peak bodies Corporate partners Media and communications organisations Multicultural, migrant and refugee community leaders and networks

KEY SYSTEM AND EQUIPMENT USAGE

- Microsoft Windows Office Suite - Lookout way and/or CSNet would be beneficial
--

ADDITIONAL INFORMATION

Work Health & Safety	All employees are required to take reasonable care for their own health and safety and that of other employees who may be affected by their conduct and are required to report all incidents and injuries as well as cooperating with measures introduced in the workplace to improve health and safety.
---------------------------------	--

ADDITIONAL INFORMATION	
	Prior to any person being appointed to this position it will be required that they disclose full details of any pre-existing injuries or conditions that might be reasonably expected to affect their ability to perform the normal duties of this position. Such a disclosure will enable Spectrum to make reasonable adjustments to the work environment to ensure you work safely and productively.
Australian Work Rights	All employees must be permanent residents of Australia or hold a current, valid visa.
National Criminal History Check	All offers of employment are subject to a satisfactory National Criminal History Check (NCHC) & Statutory Declaration.
International Criminal History Check	All offers of employment are subject to a satisfactory International Criminal History Check (as required). An International Criminal History Check will be required for individuals who have lived overseas for 12 months or more in the last 10 years.
Health Care Worker status	B https://spectrummrc.sharepoint.com/:w:/g/EZQ6N9fuQp1Fqmw84O7Ej5AB1AWQI-vPFA2T_UKJ_90IUg?e=r64Arg&isSPOFile=1
MARAM responsibility level	identification and screening summary of MARAM responsibilities by role .docx
Working with Children Check	All staff and volunteers are required to have and provide a current Working with Children Check (WWCC) before commencing employment.
NDIS Worker Screening Check	All staff and volunteers working with people with a disability are required to have and provide the NDIS Worker Screening check before commencing employment.
Policies & Procedures	All employees must abide by the organisation's Policies & Procedures.

OTHER RELEVANT INFORMATION	
This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the manager, in response to the strategic direction of Spectrum, and the development of the skills and knowledge of the position.	