

# Position Description

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|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Position Title</b>                  | Manager Circular Economy and Sustainability                                                                                  |
| <b>Department</b>                      | Circular Economy and Sustainability                                                                                          |
| <b>Mode of Employment/FTE</b>          | Full-time, Part-time 0.8 FTE (negotiable)                                                                                    |
| <b>Award/Agreement/ Classification</b> | Neighbourhood Houses and Adult Community Education Centres (NHACE) Collective Agreement 2024<br>Schedule 3B (SCHADS) Level 8 |
| <b>Reports To</b>                      | Deputy Chief Executive Officer                                                                                               |
| <b>Location</b>                        | Broadmeadows                                                                                                                 |

## Banksia Gardens Community Services

Banksia Gardens Community Services (BGCS) is a vibrant community services organisation and registered charity operating in the northern suburbs of Melbourne. With a strong commitment to community development and action research principles, our programs focus mainly on education and training, young people, early childhood, environmental sustainability, diversity equity and inclusion, and community participation and advocacy.

### Mission

Banksia Gardens Community Services will be a leader in education, training and community engagement programs in Hume City and the northern suburbs. Our services will provide opportunities, particularly for those experiencing disadvantage and poverty, that lead to further education and employment pathways, enhance well-being and transform lives. Banksia Gardens Community Services will also focus on social justice advocacy and give voice to those in our community who suffer injustice.

### Principles

1. **Respect** – We genuinely acknowledge, respect and celebrate our diverse values, beliefs, efforts, ideas, abilities and backgrounds.
2. **Integrity** – We maintain high standards of integrity, ethics, honesty and conscientiousness by taking responsibility for our actions and behaviours.
3. **Radical Inclusion** – We create and advocate for systems that promote equity, resilience, agency and voice so our community is empowered to be its best.
4. **Gender Equity** – We apply rigorous intersectional lens across the breadth of our work to ensure leadership towards a safe and respectful community for people of all genders and identities.
5. **Sustainability and Circular Economy** – We apply a circular economy and green lens across the entire organisation to ensure we become leaders that contribute to a sustainable future for our community.
6. **Social Justice** – We embed human rights principles in our work and boldly communicate our stance on global and local issues that impact our community.
7. **Community Development** – We believe in a holistic community development approach grounded in principles of empowerment, social justice, radical inclusion, self-determination and collective action.

## Position Scope and Summary

Banksia Gardens Community Services (BGCS) has a long history of delivering innovative community-led responses to social, economic and environmental challenges in Melbourne's northern suburbs. Through its social enterprises and circular economy initiatives, BGCS creates pathways for young people and community members experiencing barriers to employment, education and social participation, while generating sustainable commercial outcomes and community benefit.

Reporting to the Deputy CEO, the Manager Circular Economy and Sustainability provides strategic leadership and operational oversight of the BGCS Circular Economy and Sustainability Department.

The position is responsible for the effective management, growth and sustainability of the department's social enterprises, sustainability programs and circular economy initiatives. This includes ensuring BGCS social enterprises operate as commercially viable businesses that create meaningful social impact, employment pathways and learning opportunities for local young people and community members.

The role leads the strategic development of BGCS's social enterprise portfolio, while also overseeing the organisation's sustainability and environmental education activities, internal circular economy initiatives and community climate action programs. The Manager is responsible for ensuring circular economy principles are embedded across departmental operations, reducing waste, extending resource use and generating environmental, social and economic outcomes for the community.

The position also plays a key leadership role in developing strategic partnerships, securing funding, identifying new enterprise opportunities and strengthening BGCS's reputation as a recognised leader in social enterprise, circular economy practice and community-led sustainability.

## Key Accountabilities

### 1. Strategic Leadership and Department Management

Provide strategic leadership and oversight of the Circular Economy and Sustainability Department, ensuring the achievement of financial, environmental and social impact objectives. Key responsibilities include:

- Lead the strategic direction and growth of the department's social enterprises, sustainability programs and circular economy initiatives.
- Ensure social enterprises operate as financially viable businesses while maintaining and expanding their social impact.
- Develop and implement departmental plans aligned with BGCS strategic priorities.
- Identify new social enterprise, sustainability and circular economy opportunities.
- Monitor departmental performance against business, social and environmental objectives.
- Ensure effective governance, risk management and continuous improvement across all departmental activities.

### 2. Social Enterprise Development and Growth

Drive the growth, sustainability and impact of BGCS social enterprises. Key responsibilities include:

- Provide strategic oversight of Common Bean Cafés and Catering, Common Green, Broady Bikes and future social enterprise initiatives.
- Develop business growth opportunities, partnerships and revenue streams.
- Support innovation, enterprise diversification and market development.
- Ensure social enterprises deliver meaningful employment, training and engagement pathways for participants.
- Balance commercial performance with social and environmental outcomes.

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| Developed by/Date: S. Donaldson Oct 2026 | Approved by: J. de Loma-Osorio Ricon |
| Scheduled Review: Oct 2027               | Version No.1                         |

### 3. Sustainability, Circular Economy and Climate Action Leadership

Provide leadership and strategic oversight of BGCS sustainability and environmental initiatives. Key responsibilities include:

- Oversee sustainability education and community climate action programs.
- Lead organisational and community-based circular economy initiatives, including composting, community gardens, resource recovery and container deposit activities.
- Promote sustainable practices across BGCS operations and programs.
- Support community participation in environmental and climate action initiatives.
- Strengthen BGCS's reputation as a recognised leader in community sustainability and circular economy practice across Melbourne's northern suburbs.

### 4. Partnership Development and Stakeholder Engagement

Develop and maintain strategic partnerships that support the growth and impact of the department.

- Build and maintain productive relationships with government agencies, local government, educational institutions, industry partners and philanthropic organisations.
- Strengthen partnerships with the City of Hume, Kangan Institute, DPV Health, urban farm site partners and other key stakeholders.
- Represent BGCS in sector networks, forums and strategic collaborations.
- Advocate for social enterprise, sustainability and circular economy outcomes.

### 5. Leadership and Staff Supervision

Provide effective leadership, supervision and support to departmental staff. Key responsibilities include:

- Recruit, supervise and support team leaders, coordinators and departmental staff.
- Mentor and develop leaders within the team, to successfully supervise and develop their direct reports.
- Foster a collaborative, inclusive and high-performing team culture.
- Drive staff development, performance management and workforce planning.
- Promote workplace health and safety and organisational compliance requirements.

### 6. Funding, Reporting and Resource Development

Ensure the long-term sustainability and accountability of departmental programs and enterprises. Key responsibilities include:

- Identify and pursue grants, tenders, philanthropic investment and partnership funding opportunities.
- Oversee budgets, financial performance and resource allocation across the department.
- Prepare reports for funding bodies, executive management and the Board.
- Monitor and report on financial, social and environmental outcomes.
- Support the development of diversified and sustainable income streams.

## Department and Organisational Context

BGCS has five operational departments. The Circular Economy and Sustainability Department delivers programs and social enterprise activities that strengthen environmental sustainability, circular economy outcomes, food security, community participation and employment pathways for local young people and community members. The Circular Economy and Sustainability Department currently includes the following initiatives:

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### **Good Start**

A place-based engagement and pathways program supporting young people experiencing barriers to employment, education and training. The program provides mentoring, skills development, work readiness support and connections to employment, learning and social enterprise opportunities.

### **Common Bean Cafés and Catering**

Operating from sites at Kangan Institute Broadmeadows and DPV Health Broadmeadows, Common Bean provides training, employment and work experience opportunities for young people while operating as a commercially sustainable hospitality and catering enterprise.

### **Common Green**

A social enterprise delivering urban farming, food production, garden maintenance and environmental services throughout Hume. Common Green creates employment pathways while supporting food security, community greening and environmental sustainability outcomes.

### **Broady Bikes**

A bicycle restoration, repair and retail social enterprise that provides practical skills development, work experience and employment pathways for local young people while promoting active transport, resource recovery and circular economy outcomes.

### **Sustainability and Climate Action Programs**

BGCS delivers a range of community-based sustainability initiatives that build environmental awareness, community participation and local leadership. Programs include environmental education, climate action initiatives, community engagement activities and leadership development opportunities that support community-led responses to environmental challenges.

### **Circular Economy Initiatives**

The department oversees internal and community-facing circular economy activities including composting, community gardens, resource recovery, and recycling programs. These initiatives reduce waste, support environmental sustainability and strengthen community participation in circular economy practices.

The Manager Circular Economy and Sustainability works collaboratively with the following internal roles:

- Deputy Chief Executive Officer
- Chief Executive Officer
- Manager People, Finance and Operations
- Manager Training and Employment
- Manager Community Development and Youth
- Social enterprise team leaders
- Community Development and Youth team and case managers
- Finance and Payroll Coordinator
- Human Resources Coordinator

Direct reports include:

- Common Bean Cafe Team Leader
- Common Green Team Leaders (2)
- Sustainability Education Coordinators (2)

The Manager is an active participant of the following internal groups/meetings:

- Executive Management Team (EMT)
- Leadership Group (LG)
- Circular Economy & Sustainability Team
- Chair BGCS' Health and Wellbeing Committee, including oversight of compliance with relevant occupational health and safety legislative requirements.

### **Training and Professional Development**

- The Manager Circular Economy and Sustainability is required to attend relevant training in: BGCS core training modules, BGCS critical incident response, BGCS Gender on the Agenda, Level 2 first aid and CPR, trauma informed practice, conflict resolution, and other internal training as required.

### **Accountability and Extent of Authority**

- This position operates under the general guidance and supervision of the Deputy CEO and in accordance with BGCS policies and Delegations of Authority.
- The Manager is required to make wide-ranging decisions about operational matters and expenditure within the allocated project budgets.
- For complex matters, guidance and advice will be available within the necessary time frame.
- The Manager is required to inform the Deputy CEO on significant developments related to the operations of the social enterprise initiatives and staff.
- As a member of the EMT, the judgements and decisions made have potential to significantly influence organisational culture and operations, and the wider community.

### **Key Selection Criteria**

#### **Qualifications**

- Relevant tertiary qualifications in environmental science, business, commerce, or a related field, or extensive demonstrated experience delivering comparable outcomes in a community or not-for-profit setting.

#### **Skills**

- Significant experience in developing and managing social enterprises, and evaluating their social impact.
- Significant demonstrated experience in management roles that involve regular staff supervision, leadership development and performance management.
- Proven ability to work with and influence senior stakeholders.
- Ability to write well-structured, coherent and compelling reports and other documents such as funding applications and acquittal reports.
- Demonstrated knowledge of and experience in circular economy principles.
- Proven ability to manage a team to achieve organisational goals and objectives in a participatory and supportive manner.
- Proven ability to develop partnerships with key agencies, service providers and other stakeholders to design and implement innovative and effective ways to achieve organisational goals.
- Experience effectively supervising and supporting, fostering a respectful, inclusive and high-performing workplace culture.
- High proficiency in Microsoft Office and Google Workspace, with the ability to use digital tools to manage information, reporting and collaboration effectively.
- Proven capacity to work respectfully, non-judgementally and collaboratively with people from diverse cultural, linguistic and social backgrounds, demonstrating a strong commitment to inclusion and equity.

### Desirable

- Bilingual or multilingual skills, particularly in languages relevant to the local community.
- Working understanding of the Balanced Scorecard as a strategic plan management tool.

### Principles

- Personal values and principles that align strongly with BGCS Principles of Respect, Integrity, Radical Inclusion, Gender Equity, Sustainability and Circular Economy, Social Justice and Community Development.

### Compliance and Access

- Current Working with Children Check (mandatory).
- Current Police Check or willingness to undertake check (mandatory).
- Current, valid Australian driver's licence and access to a reliable, registered, and insured private vehicle for work purposes (required).

## Organisational Responsibility

### Workplace Health and Safety and Risk Management

All staff have a responsibility to workplace health and safety at BGCS. Staff are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve WH&S.

### General

- It is the responsibility of all staff to work within BGCS's Code of Conduct and represent BGCS as a professional and client-focused organisation and to promote its range of programs and services.
- Comply with and contribute to BGCS's policies, procedures and work instructions.
- Carry out all other reasonable duties as directed, consistent with BGCS's strategic direction.
- Attend staff meetings, relevant internal meetings, program planning and professional development sessions.
- Engage in ongoing professional development and quality improvement activities.
- Participate and actively engage in monthly supervision.
- Be conversant with computer systems and other technology relevant to the position.

### Additional information

- Banksia Gardens Community Services (BGCS) is an Equal Opportunity Employer.
- BGCS is an organisation that values diversity, equity and inclusion. All staff are required to have and/or develop an understanding of inclusive practice principles as they relate to the following vulnerable community groups: Aboriginal and Torres Strait Islander peoples, LGBTIQASB+, people with disability, culturally and linguistically diverse, and people experiencing poverty.
- The successful incumbent will be required to undertake and maintain a National Criminal History Check (NCHC) and hold a current valid Working with Children Check (WWCC).
- BGCS is committed to promoting and protecting the interests and safety of children. BGCS has **zero** tolerance of child abuse. All staff working at BGCS are responsible for the care and protection of children, reporting information about child abuse, and adhering to Child Safety Standards.
- BGCS is committed to the promotion of gender equity and the prevention of gender-based violence.
- BGCS reserves the right to vary the location of the position according to its needs and the needs of its clients and any future changes to BGCS's area of operation.
- Salary sacrifice arrangements are available to all staff subject to BGCS's ongoing Fringe Benefits Tax exempt status as a registered charity.

## Acknowledgement

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I acknowledge that I have read, understood and agree to the accountabilities and responsibilities outlined in the Centre Coordinator Position Description. I understand that this Position Description should be read in conjunction with my Employment Agreement, relevant organisational policies and procedures, and I agree to comply with the terms and conditions within.

I confirm that I hold and will maintain the qualifications, skills, experience, licences and clearances required to perform the role, and that I will participate in required training and professional development to ensure I remain competent and compliant.

I understand that this Position Description may be reviewed and updated from time to time to reflect organisational priorities, operational requirements or changes to the role, following appropriate consultation.

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| <b>Name:</b> <i>(Please Print)</i>   |
| <b>Signature:</b> <i>(Incumbent)</i> |
| <b>Date:</b>                         |