



## Position Description Community and Projects Manager



**Employer:** Gippsland Pride Initiative Inc. (or Auspice)

**Classification:** SCHADS Award – Level 7 (\$60.27 p/h + \$12% Super)

**Contract:** Up to 2 years (subject to funding and review)

**Hours:** Part-time (0.6 FTE – 3 days per week, flexible)

**Reports to:** Gippsland Pride Committee (Board Chair)

**Location:** Hybrid – regular travel across Gippsland and attendance at Trafalgar Hub

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### About Gippsland Pride Initiative Inc.

Gippsland Pride Initiative is a community-controlled, volunteer-led, registered charity dedicated to celebrating, supporting, and advocating for LGBTQIA+ communities across Gippsland. We create opportunities for connection, visibility, empowerment, and inclusion through events, resources, partnerships, and advocacy.

### Role Purpose

The Community and Projects Manager oversees Gippsland Pride's operations and key initiatives under broad direction from the Volunteer Committee, ensuring effective delivery of programs, partnerships, and community engagement within a part-time capacity.

The role helps us ensure that programs are delivered effectively, sustainably, and in alignment with organisational goals, while managing our administration, community contact and activities. It also plays a key role in partnerships, advocacy, and representing Gippsland Pride across the region and beyond, enabling the President and Committee to focus on governance and strategy.

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### Key Responsibilities

In collaboration with the Volunteer Committee and partners, the Community and Projects Manager is responsible for leading the organisation's operations, ensuring that Gippsland Pride delivers on its strategic objectives and community commitments.

#### 1. Events & Projects

- Facilitate planning, coordination, and delivery of Gippsland Pride's events, projects, and programs.
- Support and demonstrate strong understanding of logistics, risk management, accessibility, and compliance requirements.

- Provide leadership at events and ensure high-quality outcomes.
- Evaluate project outcomes and provide strategic recommendations for improvement.

## 2. Organisational Administration & Systems

- Lead accurate, timely and reliable administration activities including Google Suite file management, data collection, phone, email and website enquiries
- Maintain accurate and highly confidential records in line with privacy, child safety, and OH&S requirements.
- Lead development of communications including newsletters, website updates and media contributions (in collaboration with Board and Volunteers).
- Ensure transparency and compliance with all financial and contractual obligations including grant acquittals and budgets.
- Collate evaluation data, stories, and impact reporting for funders, partners, and the community.

## 3. Volunteer Program Leadership

- Oversee Gippsland Pride's volunteer program, including recruitment, induction, training, compliance, and recognition.
- Provide supervision and support to volunteers, ensuring safe and effective participation.
- Build capacity of volunteers to contribute to Gippsland Pride's goals, creating a culture of accountability, inclusion, and empowerment.

## 4. Community & Stakeholder Engagement

- Serve as a key representative of Gippsland Pride in community, media, and stakeholder settings.
- Facilitate and promote use of the Trafalgar Hub as a safe and inclusive space.
- Lead engagement with community members, services, and partners, including informal outreach (e.g., "cuppa and chat" connections).
- Build and maintain partnerships with councils, services, and statewide LGBTIQIA+ organisations to advance Gippsland Pride's advocacy.

## 5. Risk, Safety & Compliance

- Act as a point of escalation for community safety, wellbeing, or incidents in line with our risk management practices and policies.
- Contribute to policy compliance and development, as well as continuous improvement in governance and risk.
- Support the Volunteer Committee through preparation of reports, advice, and strategic input.

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## Key Relationships

- **Reports to:** Volunteer Committee (via Board Chair), providing regular updates to support effective governance
  - **Internal:** Gippsland Pride Volunteer Committee, Volunteers, Members
  - **External:** LGBTIQIA+ community members, councils, service providers, funding bodies, partner organisations, and media
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## Skills and Experience

### Essential

- Operational leadership within a community or volunteer-led organisation
- Demonstrated experience in an autonomous, broad community capacity with the ability to exercise initiative within appropriate boundaries.
- Demonstrated experience coordinating community events and projects.
- Lived experience or direct (and extensive) exposure to LGBTIQIA+ communities, initiatives and organisations, with demonstrable experience of advocacy in this space.
- Demonstrated ability to contribute to and work within grants, budgets, financial reporting, and compliance requirements.

- Experience in monitoring, evaluation, and impact reporting to demonstrate outcomes for funders, partners, and community.
- Exceptional administration skills and technical proficiency with systems such as Google docs.
- Strong organisational, time and resource management skills
- Proven ability to maintain governance and reporting standards.
- Ability to contribute to organisational strategy, policy, and advocacy development under broad direction.
- Experience managing sensitive or confidential information in a community services context.
- Demonstrated capacity to support regular digital communications (e.g., website, newsletters, EDMs, social media) and contribute to media engagement.
- Demonstrated leadership experience with volunteers, staff, or teams, including training, supervision, and recognition.
- High-level written and verbal communication skills, including stakeholder engagement.
- Capacity to work independently, establish productive routines, and provide strategic input while accountable to a volunteer Committee.
- Current Driver's Licence and access to a reliable, comprehensively insured vehicle with ability to travel independently across Gippsland.
- Commitment to confidentiality, safety, equity, and inclusion.

### **Highly Regarded**

- Experience with governance and compliance in community-controlled organisations.
- Knowledge of Gippsland's communities, services, and geography.
- Experience working in or managing a registered charity or not-for-profit organisation.

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### **Training & Professional Development**

Willingness to undertake organisationally supported training, including:

- Child Safety Officer training
- First Aid and Mental Health First Aid
- First Nations Cultural Safety training
- Inclusion and accessibility training
- ACNC (DGR) Charitable Operations training

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### **Conditions of Employment**

- Part-time role: 0.6 FTE (3 days per week).
  - As a 0.6 FTE role, priorities will be set collaboratively with the Committee to align deliverables with available capacity.
- SCHADS Award Level 7 (indicative, subject to skills and experience).
- Contract: Up to 2 years, subject to funding and review.
- Hybrid arrangement – mix of remote, in-office (Trafalgar Hub), and travel across Gippsland.
- Some evening and weekend work required in line with community events.

### **Key Selection Criteria**

To help us consider your application, please provide examples of your experience in relation to our Key Selection Criteria (below) in your Cover Letter or Application.

#### **1. Leadership & Strategy**

Proven ability to lead community or not-for-profit operations, managing people, projects, and resources to deliver on strategic goals.

#### **2. Project & Event Delivery**

Demonstrated experience coordinating inclusive community events and projects with strong planning, budgeting, and risk management.

### 3. Community & Partnerships

Exceptional communication and relationship skills with success in engaging diverse stakeholders and advancing LGBTQIA+ inclusion.

### 4. Governance & Administration

Advanced administration skills, including effective grants management, reporting, and digital systems, ensuring accountability and compliance across operations.

#### How to Apply

1. Prepare your Resume and Cover Letter, addressing the Key Selection Criteria and
2. Submit your application via Seek link, enquiries to [hello@fullcirclehr.com.au](mailto:hello@fullcirclehr.com.au)

#### Please note

- Applications that do not address the selection criteria may not be considered.
- No agency referrals accepted.
- Shortlisted candidates may be contacted for interviews throughout the vacancy period.

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| <b>I have read and understood the expectations of this role as outlined in this document:</b> |  |
| <b>Employee Name:</b>                                                                         |  |
| <b>Employee Signature:</b>                                                                    |  |
| <b>Date Signed:</b>                                                                           |  |

#### Gippsland Pride Initiative Inc.

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