

## POSITION DESCRIPTION

<b>JOB TITLE</b>	Sport for All – Social Enterprise Development Manager
Location:	21 Sherbourne Road, Briar Hill VIC 3088
Responsible to:	Chief Executive Officer
Direct reports:	Administration Assistants & Volunteers
Classification:	Federal Social, Community, Home Care and Disability Services Industry Award 2010
Position terms:	Part-time (0.74FTE = 28 hours/week)

### ORGANISATIONAL OVERVIEW

Boots For All is a not-for-profit organisation dissolving barriers to sport & social inclusion by collecting quality, new and near-new sporting goods for redistribution to teams across Australia & by operating a social enterprise sports store, Sport for All.

**Vision:** An active and socially inclusive Australia through sport.

**Mission:** To dissolve barriers to sport and social inclusion across Australia.

### POSITION SUMMARY

Boots For All seeks to employ a **Social Enterprise Development Manager**.

Since 2014, Boots For All has operated Australia's first social enterprise sports store, **Sport for All** which exists to provide training & employment pathways for young people with barriers to employment and other long-term unemployed and also to dissolve barriers to sport across Australia through the provision of **Sport for All Sports Inclusion Kits**.

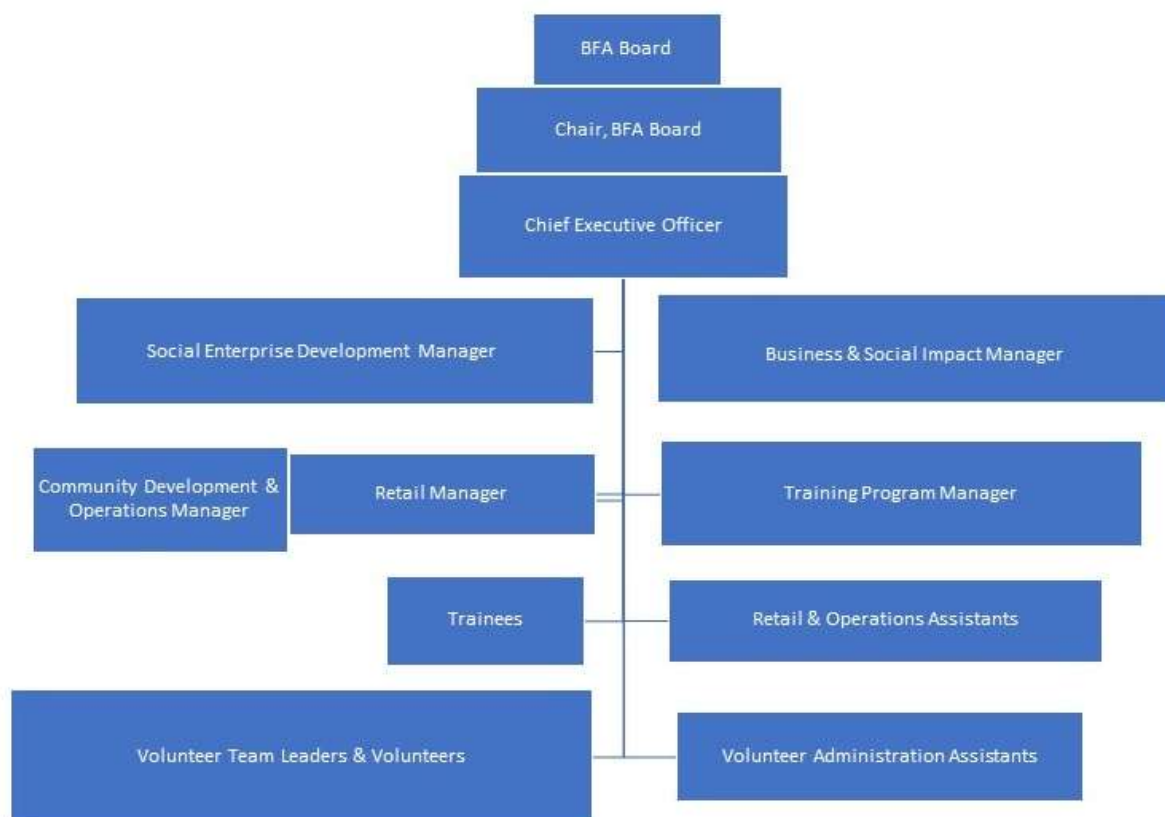
**Sport for All** operates retail stores in Briar Hill and Uni Hill (Bundoora), Victoria and also operates an online shop and regular pop-up shops.

The **Sport For All Social Enterprise Development Manager**, in partnership with the Senior Leadership Team, drive growth within the social enterprise to increase donation rates of excess sporting goods nationally and increase the dispatch rates of donated quality, new & near-new sporting goods via **Boots For All Community Partners** including sporting teams/sporting programs in need across Australia.

This role will also be responsible for planning, coordination, implementation of growth strategies of the social enterprise in accordance with the organisation's strategic plan.

The **Sport For All Social Enterprise Development Manager**, will contribute to the values and vision of the organisation, assisting in the delivery of a highly efficient sporting goods collection and distribution program to support sporting teams/sporting programs in need across Australia; to fundraise to support the training and employment pathway program conducted within the social enterprise; and working collaboratively with Administrative Assistants and Volunteers.

## REPORTING STRUCTURE



## KEY RESPONSIBILITY & DUTIES

The **Sport for All** Social Enterprise Development Manager is responsible for:

- Increasing the dispatch rates of the **Sport for All Sports Inclusion Kits** via **Boots For All Community Partners** (sporting teams/sporting programs in need) across Australia with a primary focus but not restricted to Community Partners located in Victoria.
- Increasing the registration rates of the **National Boots For All Collection Partner Program** with a primary focus but not restricted to the expansion of Victorian-based Collection Partners and other key external stakeholders including within the professional sports, corporate and government sectors.
- Working in partnership with the Senior Leadership Team to:
  - Identify new opportunities to partner with external stakeholders to increase donation rates of excess sporting goods;
  - Increasing external stakeholder engagement and partnerships with particular focus on government and corporate social procurement development and liaison with Social Traders.
  - Develop and implement social enterprise growth strategies.

## ESSENTIAL QUALIFICATIONS & SKILLS

1. Previous external stakeholder liaison experience across corporate and government sectors.
2. Commitment to Boots For All's vision and mission.
3. Outstanding customer service skills and knowledge or interest to develop knowledge of the sporting goods industry.
4. High level of relationship management skills to build and further develop relationships with key partners and stakeholders.
5. Excellent organisational and time management skills with the ability to manage multiple tasks & competing priorities.
6. Current Driver's Licence.

## SPECIAL CONDITIONS

- Appointment is subject to a satisfactory Police clearance (National Criminal History Record Check) and Working With Children Check and Boots For All retains the right to refuse appointment based on the outcome of any Police check.
- A six month probation period will apply.
- This position is offered by Boots For All Inc. on a part-time (0.75FTE = 28hours per week) 12 month basis.

**Signed:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_ **CEO**

**Date:** \_\_\_\_\_

### **Review of Job and Person Specification:**

I have read and understand the requirements of this position and accept the responsibilities as outlined.

**Signed:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_