Executive Officer
Queensland Social Enterprise Council (QSEC)

POSITION DESCRIPTION

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<tr>
<th>Responsible to:</th>
<th>Chair of QSEC</th>
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<td>Responsible for:</td>
<td>QSEC Support Officer (0.4FTE)</td>
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<td>Hours</td>
<td>Part-time (0.6FTE), fixed-term, averaging 24 hours per week, until March 2020 (with possibility of extension)</td>
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<td>Location</td>
<td>Brisbane, with some travel on occasion</td>
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<tr>
<td>Salary</td>
<td>Between $85,000 and $95,000/annum/pro-rata (depending on experience), plus 9.5% superannuation</td>
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POSITION PURPOSE

QSEC is seeking a founding Executive Officer to oversee their strategic operations and the management of their membership base of social enterprises and chapters across QLD. This leadership role will report directly to the QSEC Chair, and the Department of Employment, Small Business and Training Working Group, and work closely with all QSEC Management Committee members, to help build a connected and engaged social enterprise network across the state.

Key tasks will include: To support regional chapters to develop their membership; support coordination efforts in the bid for an Australian Social Enterprise World Forum; delivering regular social enterprise events; advocating for the social enterprise sector in a variety of settings; managing administration; and evaluating and reporting on network activities and funding. This role will be supported by a Support Officer for 16 hours per week.

The Executive Officer will be employed by QSEC for a fixed term of 3 days per week up to end March 2020, with the possibility of extension beyond this period.

ABOUT QSEC

The Queensland Social Enterprise Council (QSEC) is the peak body democratically representing social enterprise in Queensland. It is an incorporated Association and represents ordinary and associate members, with a democratically elected management Board.

QSEC was founded in 2013 by a volunteer management Board of dedicated social entrepreneurs to develop and define the QLD social enterprise sector and provide a forum for mutual support.

QSEC’s vision is a vibrant, innovative and capable social enterprise sector in Queensland that is sufficiently resourced and supported to achieve high social, cultural and environmental impact. Its strategic objectives are to:

1. Promote social enterprise across Queensland;
2. Develop chapters to grow the Social Enterprise ecosystem in Queensland
3. Be the conduit to facilitate discussions between social enterprises;
4. Carry out research, publish, and speak on social enterprise;
5. Encourage the development of mechanisms such as social procurement and social enterprise funding for the advancement of social enterprise;
6. Advocate with governments, private sector and the charitable sector to facilitate the development of social enterprise;
7. Liaise with other bodies interested in the development of social enterprise.

The current QSEC Management Committee are particularly focused on increasing the Council’s engagement with regional social enterprise communities across QLD to encourage broad sector growth and the development of network supports to ensure effective advocacy for regional, as well as metropolitan, interests.

**KEY RESPONSIBILITIES**

1. Grow network membership:
   ● Design, implement and maintain systems and processes for managing network membership;
   ● Work with chapters to promote network membership to the broader Queensland social enterprise sector in order to grow membership over time;
   ● Review and adapt systems and processes where relevant and as needed.

2. Liaise with regional chapters and communities to:
   ● Be the main point of contact for regional social enterprise networks (QSEC “Chapters”), responding to needs as they relate to the peak body;
   ● Coordinate information to support regional social enterprise communities to form Chapters under the QSEC umbrella;
   ● Keep QSEC members up to date on regional activities/events.

3. Support coordination efforts in the bid for an Australian Social Enterprise World Forum:
   ● Work with Impact Boom, the SEWF Bid Working Group, QSEC Management Committee Members, and other key personnel to support the bid for an Australian Social Enterprise Forum in Brisbane;
   ● Develop and help lead the co-design of the SEWF bid with a broader national consortium, both in-person (during the Unconference or other opportunities) and digitally to ensure all voices are heard and can actively contribute to the bid.

4. Work with chapters and other stakeholders to deliver regular social enterprise events:
   ● Work with the QSEC Management Committee and Chapters to promote and plan a calendar of social enterprise events - three to four regional / metropolitan forums per year;
   ● Make the calendar of events accessible to network members (via website, emails and social media) and encourage their participation;
   ● Research, identify and liaise with guest speakers and consultants with specific expertise relevant to the social enterprise sector, and connect them with the relevant chapters to support their events;
   ● Support Chapters to plan, host and attend various events as part of QSEC’s regional outreach goals;
   ● Record data and learnings from events to inform the direction of QSEC public engagement.

5. Advocate for QSEC Members in a variety of settings:
 Attend and report to the Department of Employment, Small Business and Training Working Group on a regular basis, and in accordance with our contracted obligations;

 Maintain a current, broad understanding of the social enterprise sector (metropolitan and regional);

 Work with the QSEC Board to actively seek opportunities for advocacy, and to advance the interests of our members and Chapters, including attracting funding and in-kind support.

6. Manage administration and communication:
   - Oversee the day-to-day operations of QSEC;
   - Work with the Board and Chapters to ensure all administration and communication needs are executed;
   - Coordinate member surveys and focus groups;
   - Oversee the development of a brand ‘refresh’ for QSEC, including a logo, style guide, website, presentation template and banners/flyers.

7. Work with the Treasurer to evaluate and report on network activities and funding:
   - Take responsibility for the QSEC budget;
   - Monitor and report on expenditure to QSEC on a monthly basis (to coincide with Management Committee meetings);
   - Work closely with Chapters to ensure their financial requirements are responded to in a timely manner;
   - Collate data and prepare financial reports as required;
   - Provide recommendations to the QSEC Management Committee.

KEY SELECTION CRITERIA

Essential

1. Knowledge and understanding of social enterprise, and a passion for using market-facing business models to solve complex social problems;
2. Ability to effectively engage and liaise with a range of stakeholders, including the community sector, government and philanthropy;
3. Experience in coordinating or managing a network or member-based organisation and/or community engagement processes;
4. Experience managing the establishment and maintenance of a complete network membership system and database;
5. Experience managing website development and delivering digital communications;
6. Ability to plan, organise, promote and host stakeholder events;
7. Sound organisational and administrative skills;
8. Ability to prepare operating budgets and financial reports;
9. Ability to prepare high level written reports on project activities;
10. Strong written and verbal communication skills.

Desirable

11. Experience creating access to best practice industry-specific learning and development;
12. Experience and/or sound knowledge and understanding of the business of social enterprise, ie you’ve founded, managed or worked within a Social Enterprise.
APPLY
Please forward a cover letter and a copy of your CV to QSEC Chair, Emma-Kate Rose, via chair@qsec.org.au

The due date for applications is Saturday, 10th August 2019.

If you have any questions, please contact Emma-Kate on 0411 595 831.

We look forward to hearing from you!