

## **Executive Manager – Women's Spirit Project**

Established in 2018, the Women's Spirit Project is a grassroots, volunteer-led initiative which aims to inspire and empower women experiencing disadvantage to transform their lives through fitness, health and wellbeing activities.

We are currently looking for an inspirational leader, who is committed to empowering women to transform their lives. The Executive Manager is a key leadership role that guides and supports our team of facilitators, volunteers and program coordinators to deliver the Spirit of Transformation (SOT) signature program and other events. The Executive Manager works with our governing Board to oversee the strategic plan including program delivery, funding agreements and fundraising activities.

Your experience in delivering trauma informed programs for women with a focus on fitness, health and wellbeing will be highly valued, in addition to experience in similar senior administrative roles.

We can support up to 15 hours per week for this role under current funding arrangements until June 2025. Funding has been secured beyond this period and an option to extend this contract is possible. You will need to provide this service as a subcontractor, with an ABN, current police check and appropriate insurance in place.

As a not for profit, volunteer lead organisation, the capacity of the WSP to offer free and discounted programs and activities to women in our community and engage sub-contractors is due to significant voluntary contributions by Directors, Committee Members and other volunteers. To support the organisation to continue to fund programs, sub-contractors are expected to volunteer an additional 10% of their total contract hours to WSP, to support the organisation. This can be donated back by supporting planning and development activities, awareness raising and fundraising activities and events and/or promoting the organisation and activities.

In 2024-25, we have received funding to deliver our signature programs:

- Three Spirit of Transformation Programs in the Mornington Peninsula, Casey and Frankston/ Kingston local government areas.
- The Frank to Schank three day Walk for Women
- Four Womens Circle events

We have a highly skilled team of contractors & volunteers who support the delivery of our programs. The Executive Manager will provide support and leadership to ensure the programs are delivered in line with our organisational values;

#### Connection

We celebrate and embrace the joy and spirit of community. We invest time and energy to build relationships and a sense of belonging for all. We make the space for everyone to flourish in an environment of kindness, compassion, and reciprocity.

#### Courage

We show empathy and respect for the courage of WSP women. We always show up and step up for each other. We are proactive in protecting each other and our WSP spirit and values. We will never just stand by.

#### Empowerment

We guide, nurture, and encourage women to find their voice and explore their own personal power. To navigate a new pathway that transforms and leads to growth, a sense of self and confidence.

#### Wellness (Fitness, Health and wellbeing)

We put fitness, health, and wellbeing at the centre of our work. We will encourage and support a commitment to embracing fitness, health and wellbeing and connection to the environment in all our activities and programs.

#### Integrity

We can be counted on to put the best interest of our people and the WSP programme first. We are open and honest and can be trusted to do as we say and role model the values of WSP. We honour our commitments.

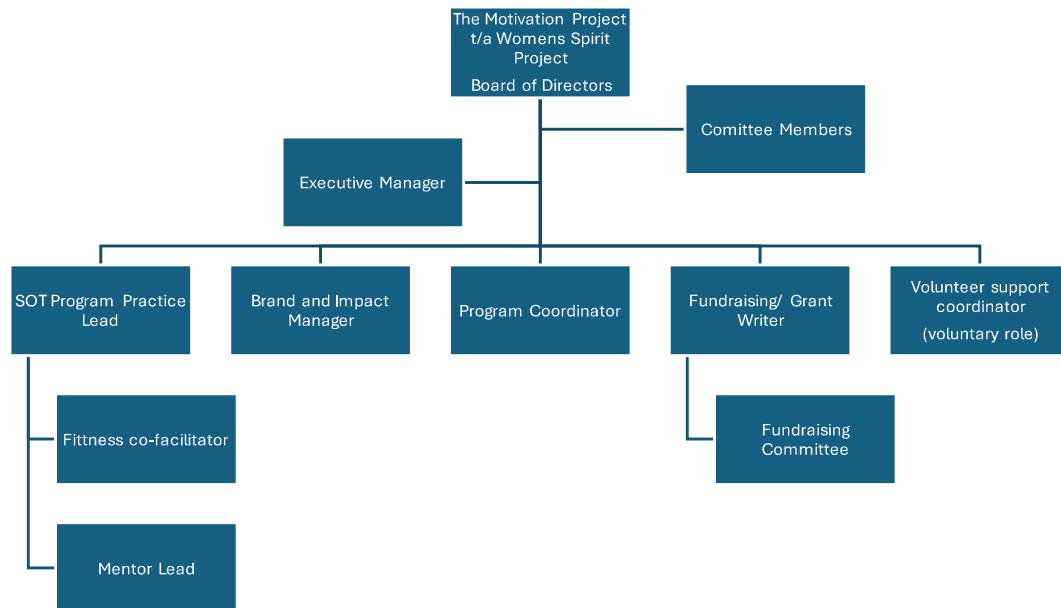
#### Respect

We act with humanity and humility. We will not judge and will always try to see things from other perspectives. We are curious and show genuine interest in other people's story, journey and cultural experience.

#### Safety

We never take safety for granted. We will put in place robust policy, procedures, and governance frameworks, prioritising the health and safety of all our people engaged with WSP.

### Current Structure of WSP (part time and voluntary roles)



### Executive Manager Responsibilities

#### Strategic Planning

- Leads fundraising activities in line with the strategic plan and work plan including writing of funding applications and proposals.
- Ensure strategic plan, workplans and activities are reflective of the voluntary nature of the Women's Spirit Program, wellbeing and capacity of volunteers and paid contractors.
- Ensure funding, contractual and reporting arrangements achieve outcomes and are completed on time.

#### Stakeholder Management

- Proactively engage where appropriate, funders and stakeholders in the promotion of events and WSP programs.
- Identify and manage opportunities for partnerships with community agencies, government, philanthropy and business to support WSP programs and events.
- Represents the organisation and be a positive role model for the values and ground rules of the WSP to members, volunteers, mentors, participants, staff and the public.

#### Operational Management

- Support the development and continuous improvement of policies relating to operational, financial, and constitutional and programmatic requirements.
- Monitor and adjust annual budgets.
- Oversee the development of training plans, session plans and the development of documentation relating to the delivery of the program.

- Manage volunteers, mentors, participants and contactors in line with our vision, behaviours objectives, policies, strategic plan, project workplan and resourcing
- Lead the ongoing development & delivery of the training and activities.
- Engage and empower all members of the WSP to build confidence, resilience, skills, and expertise and to operate in an inclusive and respectful manner that lives into our mission to inspire, empower, and support women to transform their lives and women supporting women

## **Selection Criteria**

### **2.1 Qualifications**

Master's/Graduate level qualifications in leadership, management and business, and in social work, health promotion, community development, education and training. 10 years' experience leading the design and delivery of services, programs, activities, and events that engage and empower vulnerable population groups.

### **2.2 Essential skills**

- Exceptional leadership and business development skills, with a strong understanding of marketing and communication.
- Highly organised and able to work across multiple levels.
- Innovator that is bold and able to take initiative and test and try new models of operation and delivery.
- Excellent verbal and written communication skills including public speaking.
- Highly competent in the design and writing of grants, funding proposals, annual reports, strategic plans and other marketing and promotion materials.
- Strong networks and the ability to build relationships and partnerships with government, philanthropy, business and the broader community sector to leverage support and reach.
- Extensive experience in managing and delivering quality services and programs to community members.
- Extensive experience delivering high level meetings, training and events.
- Extensive experience working for a small not for profit organisation and/or business with clients experiencing vulnerability and trauma, in particular women and children.
- Demonstrated experience in providing high level customer service in a service environment.
- Proven ability to work independently and lead teams.
- Demonstrated ability to communicate with women from a diverse range of backgrounds.
- Strong skills /expertise using Microsoft Office suite and Sharepoint
- Understanding of the value of the systems and processes required to collect and collate data for reporting purposes and ensure continuous improvement.
- High threshold for being able to adapt to different situations and tasks on a day-to-day basis.
- Lead and role model the vision, values and practice framework which are the foundations of WSP.

### **2.3 Desirable**

- Previous experience in a similar role
- Expertise leading initiatives with and for the community, government and philanthropic sector.

If you would like to discuss this opportunity, please contact:

Kathy Heffernan

Chairperson

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