



**Unique Community Services Opportunity**  
**Community Projects Manager**  
Wyndham & Statewide

- Support vulnerable and at-risk women into financial security.
- Liaise with communities and community stakeholders.
- Host peer-group program and mentoring activities.
- Raise awareness of unique opportunities.

*This newly created role is an exciting opportunity for a talented Community Professional to raise awareness and establish a completely new initiative in a leading-edge social and economic justice context.*

***The Organisation***

Tradeswomen Australia Community Foundation is part of the TWA Group, focusing on encouraging women of all ages into trades careers. TWA has been working successfully with employers to create welcoming workplaces in trades since 2018, and is now ready to support women most in need to take up these opportunities.

***The Opportunity***

The purpose of this newly created role is to connect with women in community, community organisations and employers; to create cohorts of women interested in trades careers and supporting those women into trades careers through peer support, as well as arranging ongoing mentoring and support. The position also provides information sessions and connects to the TWACF evaluation process.

This is a newly created role, initially for six months in the Wyndham area and intended to be ongoing in multiple Victorian areas.

Broadly, the TWACF Community Projects Manager is responsible for:

- The delivery of an initial Pathways Project based in the Wyndham area. This project will comprise (a) liaising with local community organisations, and (b) assembling two cohorts of women for peer support and mentoring, and supporting those women into trades employment (c) arranging and hosting information sessions with senior secondary girls and (d) liaising with TWA and pre-qualified employers to transition women to employment.
- Supporting evaluation and supporting development of a “to-scale” business case
- (Proposed, subject to ongoing funding): Ongoing development and delivery of additional similar projects, initially in the Melbourne Metropolitan area and Geelong/Barwon area, with identified potential into the Latrobe Valley and Loddon Mallee areas.

In support of these three key responsibilities, the position will connect with Tradeswomen Australia activities, including through documentation, evaluation, advocacy and operational support.

***The Person***

We are looking to identify candidates with experience in/or understanding of:

- Community Development
- Social/Youth/Community programs
- Multicultural or culturally sensitive programs
- Employment pathways programs
- Mentoring
- Peer support groups

Interested candidates will need to demonstrate:

- The ability to deliver through enabling and empowering others
- Proven networking and skills and a focus on increasing service numbers and impact
- The ability to host groups and to be confident in speaking in public
- A strong service ethic, highly driven, optimistic, energised, flexible and solutions orientated
- Be an inspirational and engaging team member who role model’s integrity, commitment, innovation and advocacy

- Outstanding organisational, communication, people and management skills, including ability to manage project/s and stakeholders with multiple simultaneous and often competing needs and milestones
- Experience which leads to ability to communicate effectively with trade employers, schools and women in trade
- High levels of an effective and engaging coaching/mentoring approach
- Good skills with regular software packages
- Preferred: Victorian driver's licence

Your qualifications and experience should include:

- Strong track record as a self-starter community professional with relevant contemporary specialist expertise
- Proven capacity to engage with individuals, CALD and other communities, community organisations, businesses, educational organisations, and government
- Previous experience demonstrating success in complex stakeholder environments
- Tertiary education or work experience in relevant discipline

An understanding of Apprenticeship systems and trade work environment would be highly regarded but is not essential.

#### ***Remuneration***

The position is expected to commence at approximately \$80-\$85,000 pa FTE incl superannuation. As TWACF grows and establishes additional sites and activities we expect this remuneration to substantially increase. This position is anticipated to be 0.8 EFT, however some flexibility is available. Flexible working hours are essential: some evening and weekend activities may be needed particularly in relation to hosting local women's peer support groups and related activities. Full FBT-exempt salary sacrificing is available.

#### ***Applications***

To apply for this role, please email your resume and a one page cover letter to Fiona McDonald, Managing Director at [fionam@twaus.com.au](mailto:fionam@twaus.com.au) by 5pm AEDT Monday November 30. Confidential enquiries can be made by contacting Jennifer Galvin-Rowley, Director at Galvin-Rowley Executive on 0410 477 235.

[tradeswomenustralia.com.au](http://tradeswomenustralia.com.au)

[twacf.org](http://twacf.org)