



POSITION DESCRIPTION

We're looking for a Community Engagement Manager to join the One Girl team.

Could it be you?

ONE GIRL

At One Girl, we believe that *every girl* on the planet
has the right to an education.

No matter where she is born, how much her family earns,
what religion she adheres to or what her culture says,
every girl deserves the opportunity to learn,
grow, and be the best she can be.

We're on a huge mission to change the world, one girl at a time.

We know *we can't do it* alone – and that's why
we need you!

ONE GIRL

COMMUNITY ENGAGEMENT MANAGER

One Girl is on the hunt for a dynamic Community Engagement Manager to join our team! Reporting to the Fundraising Director, this is a rare and exciting opportunity to play a key role within our Fundraising team, managing some of our biggest income streams and working with some of our most passionate supporters across our Ambassador Program, Universities and Schools Program, and Speaker Program.

Our mission is to harness the power of education to drive change for girls and their communities, and the Community Engagement Manager has a key role to play in helping us achieve this. They'll be responsible for the management and growth of our One Girl Ambassador Program which contributes to the success of our Do It In A Dress fundraising campaign each year. They'll also continue to drive income through our successful Universities and Schools Program and engage with more students and colleges throughout the year in both fundraising and advocacy.

This role will work closely with our Communications team to develop materials for the community engagement programs, which continue to build our incredible community who share our passion for girls' education! They'll also be responsible for our Speaker Program, which involves organising opportunities to speak at various schools, universities and community groups about One Girl, girls' education, and fundraising support, and will be confident with public speaking and running presentations and workshops themselves.

This role is responsible for engaging the One Girl community in raising both funds and awareness to ensure we can continue to grow our programs and provide more support to the girls and their families that we work with in Africa.





RESPONSIBILITIES

AMBASSADOR PROGRAM

- Manage the Ambassador Program to be in line with One Girl's values and future vision, while growing the program's income, quality and size each year.
- Recruit dedicated Ambassadors and Youth Ambassadors annually, and manage all elements of the program including workshop logistics, training materials, and facilitating training sessions across Australia and online.
- Regularly analyse campaign data to monitor Ambassador Program performance, to ensure the program maintains its effectiveness, as well as complete a post-campaign analysis on completion of the campaign, providing recommendations that will influence future strategies.

UNIVERSITIES AND SCHOOLS PROGRAM

- Lead and manage an Australia-wide program that engages university and school students to become active fundraisers and advocates for One Girl.
- Conduct outreach to actively seek new universities and schools to take part in our programs and be One Girl's primary contact for them all.
- Manage incoming talk requests and ensure there is a continued relationship with appropriate university and school representatives.

SPEAKER PROGRAM

- Actively seek out speaking opportunities for yourself and other members of the One Girl team, particularly to coincide with important dates such as International Day of the Girl and International Women's Day.
- Work with other members of the Fundraising team to identify speaking opportunities alongside specific One Girl fundraising campaigns to drive income.
- Manage talk requests and logistics, finding a suitable speaker, and following up after the event.
- Build a team of volunteer speakers in each state and provide adequate speaker vetting and training.

YOUR VALUES AND COMPETENCIES

You're a great communicator.

You are a word master — both written and verbal. Writing social media updates and website copy is a delight, not a chore! You're a natural storyteller and you have an eye for recognizing beautiful, impactful communications pieces.

You've got initiative.

You get that things move fast, and you're not phased by that. You anticipate needs and can identify gaps that need addressing. You don't wait for someone to tell you to do a task — you just get it done!

You respond well to feedback.

A big part of this job is working collaboratively and you love that! It gives you an opportunity to learn and grow within your role while still getting to work quite autonomously yourself.

You're a creative thinker.

You think outside of the box and aren't afraid to present ideas, solutions and new concepts that will help One Girl grow and enable more girls to access education.

You're willing to learn.

You know you won't have all the knowledge, skills, and experience required on day one. And you're okay with that because you're willing to learn. You love up-skilling and the prospect of learning on the job isn't scary, it's energizing.

You're a juggler.

Not in the circus-sense (though bonus points for that!) but rather, you're able to juggle multiple tasks, areas of focus, and competing priorities with ease. You're cool, calm and collected in the face of deadlines, and you can produce quality work even when you're under the pump.



KEY SELECTION CRITERIA

REQUIRED KNOWLEDGE AND EXPERIENCE

- A minimum of two years' experience in a community fundraising or community engagement role.
- Proven experience in managing programs that generate income and confident working with large fundraising targets.
- Confidence and experience in running workshops, making presentations and public speaking.
- An ability to analyse data to develop recommendations and implement future strategies.

COMPETENCIES

- Exceptional writing and communication skills and attention to detail.
- Knowledge of Salesforce CRM database highly desirable.
- Confidence in using Microsoft Office and preferably the G-Suite.
- Ability to identify and resolve problems and make appropriate recommendations.
- Highly developed analytical and critical thinking abilities.
- Understanding of and empathy with the values of One Girl.
- A valid Australian Drivers' License and ownership of a vehicle highly desirable.

TIME COMMITMENT AND SALARY

- This is a full-time position based in One Girl's Melbourne Office in Abbotsford.
- Flexible working arrangements are available.

- This is a SCHADs award covered position with annual remuneration of \$70,722 AUD, and you may also take advantage of salary packaging benefits as One Girl is an FBT exempt employer.
- We encourage people from diverse backgrounds to apply.
- One Girl is a child safe organisation and all successful applicants will be required to sign the Child and Young Person Safeguarding Code of Conduct.

IS THIS THE ROLE FOR YOU?

Please fill in this online application form [here](#). You will be required to upload your CV in PDF or Word format. This position must be filled as soon as possible, and applications will be accepted until filled.

Please do not delay in submitting your application. If you have any questions about this role please get in contact at careers@onegirl.org.au

We can't wait to hear from you!

ONE GIRL