

Victorian State Director

About Out for Australia

Our Organisation

Out for Australia (OFA) is an organisation that empowers LGBTQIA+ people to thrive at work in the formative stages of their careers. Since we were established in 2013, we have been known for running Australia's largest career LGBTQIA+ mentoring program, having supported over 3000 people through the program. We run regular events around the country, including our annual 30 Under 30 Awards, we share and amplify our community's stories, and we connect our community together.

Our People

The OFA team are mostly volunteers, working tirelessly to empower LGBTQIA+ people in the formative stages of their careers across Australia. We are a diverse mix of tertiary students, people in the early stages of their careers, and those more established. We come from a broad range of career, industry and educational backgrounds. Anyone who is willing to work hard and make a contribution to OFA is welcome on our team, including allies. We provide a unique opportunity for people to take up leadership positions to support our LGBTQIA+ community.

Position Description

Team:	You will be part of the Victorian state team and will also be part of the Grassroots portfolio reporting to the CEO.		
Reporting to:	CEO	Direct reports:	<ul style="list-style-type: none">● Event coordinators● General volunteers● Outreach coordinators● Other state based volunteers who may have a focus on other areas such as mentoring, communications etc.
Time required:	6 – 8 hours per week		

Out For AUSTRALIA

Purpose

The State Director is responsible for leading and managing the State Team. The State Director is a people manager who grows, equips, influences and empowers their team to drive OFA's activities and programs in their state.

The two primary functions of State Team are:

1. **Events:** Hold events in your state, which showcase visible role models and thought leadership, and create safe spaces for aspiring young LGBTIQ+ professionals to be their most authentic selves in the workplace; and
2. **Outreach:** Foster relationships in your state community through our outreach strategy (particularly with universities and key local community partners), both to better understand our community and to promote OFA, in order to successfully support our events and to promote our mentoring program.

The State Director works through their team to implement the OFA national strategy and report on state activities, primarily overseeing these two functions, while also collaborating with our Mentoring Team, Communications Team and other national teams.

Responsibilities

Team management / leadership [50%]

- It is your role to provide the State Team (of around 15 people) with a clear sense of direction and purpose, and to manage and empower the State Team to implement outreach and event strategies and to succeed with their respective projects. This involves the following:
 - Helping team members articulate their visions/set goals.
 - Checking in with team members periodically to ensure those goals are being met.
 - Connecting team members with adequate resources to achieve their vision.
 - Working with other national portfolio leaders (eg. Mentoring Director, Events Director, P&C Director, etc.) to align state and national strategies.
- In addition, you should take a mentoring/coaching role with your team members (where appropriate). At a minimum you should be organising 1-1 catch ups with individual team members (in person, Zoom, by Skype or on the phone) every few months to chat about their volunteer experience and their professional development.

Strategy [25%]

- Upon commencement, you will be expected to attend a half or full day induction with a senior leader in our organisation. You will then spend two weeks meeting (by phone) with other members of the organisation and reading our most important strategy documents.

Last updated April 2024

Out For AUSTRALIA

- Within your first month, you will be expected to review and update a goals and strategy document with your long-term (one year) vision for OFA in Victoria which aligns with the national strategy, as well as goals for three months, six months and one year. You will report against this strategy in your regular check-ins with the CCO.
- On an on-going basis, you will talk with and work with the CCO and the other State Directors to share ideas and address issues of national importance.
- On an ad-hoc basis, you may collaborate with external stakeholders and execute on existing or create new initiatives together with the partnership, community and state teams.

Organisational responsibilities [15%]

- Organise and run monthly State Team meetings (preferably face-to-face but with the option for remote meetings). Prior to these meetings you must liaise with other portfolio areas in OFA (chiefly our Mentoring Team and Partnerships Team) so you can report to your team on national developments and ensure that state projects and activities align with these.
- Participate in eight National Executive remote meetings over a calendar year (normally run for 1.5 hours) and monthly State Directors strategy meetings (one hour).
- Oversee and coordinate annual State Team recruitment and succession planning, with the support of the People and Culture Team.
- Manage the state monthly budget and ensure compliance and recording keeping needs for the state are met.

General volunteer expectations (10%)

- Undertake an OFA volunteer induction and role onboarding.
- Understand and implement OFA's strategy, vision and mission.
- Uphold our volunteer code of conduct.
- Assist with initiatives as required.

Key skills and experience

We Require

- Passion for supporting LGBTQIA+ young people to be their authentic selves at work.
- A positive, 'can-do' attitude with a willingness to learn and upskill.
- Sound interpersonal communication skills.
- The ability to adapt to different peoples working styles for harmonious collaboration.
- Effective time management, highly reliable and sufficient time to volunteer with OFA.

Last updated April 2024

Out For AUSTRALIA

We Desire

- Experience attending OFA events or participation in our mentoring program.
- Proficient in G-Suite Tools (Google Docs, Google Sheets, Google Calendar).
- Exceptional organisational skills and a passion for effective processes.
- Excellent written communication skills with a keen eye for detail.
- Someone who is an active listener, with the ability to adapt and consider new ideas and ways of working.

What you will get out of your role

- Give back to your community by supporting LGBTQIA+ students and young professionals to be their most authentic selves in the workplace.
- Take a key leadership role in advancing OFA's strategic direction in VIC.
- Gain experience in project management, team coordination and relationships management.
- Receive ongoing training and skills development and mentorship.
- Build community relationships and extend your personal and professional networks.
- Be a part of a fun, passionate and dedicated team.

How to apply

To apply, you should email vic@outforaustralia.org copying recruitment@outforaustralia.org and attaching the following:

- Cover letter of no more than one page or an audio/video recording of no more than five minutes
- Current resume/CV.
- Any other relevant supporting information that will assist in your application.

Please use the Email Subject: Application - Vic State Director (Your Name)

If you have any accessibility or other needs, we invite you to get in touch so that we can discuss the best way for you to submit an application. Please also let us know your preferred method of communication – we will default to email unless we hear otherwise.

If you have any questions about the role, please contact vic@outforaustralia.org

Applications accepted on a rolling basis until the position is filled.

Last updated April 2024

Out For AUSTRALIA

We strongly encourage people with lived experience as a Bla(c)k and/or Person of Colour and/or Person with a Disability/Disabled person and/or a neurodiverse person and/or people of marginalised genders to apply for this volunteer position.