

# Position description

## Position details

<b>Position title:</b>	Social Value Advisory Lead
<b>Employment type:</b>	Full time (1.0 FTE), fixed-term contract – 12 months
<b>Team:</b>	Innovation / Advisory Services
<b>Reports to:</b>	Executive Director, Innovation & Impact
<b>Direct reports:</b>	Nil

## About Social Traders

Social Traders is a leading industry body for social enterprise and social performance. Since 2008 we've been dedicated to building a thriving social enterprise sector. We help social enterprises show their credibility through certification and grow trade revenue through social procurement. We partner with businesses to deliver and report on social performance. We manage Australia's deepest social enterprise dataset and sector impact measurement system. In the last eight years we've catalysed \$1.4 billion in contracts between some of Australia's largest corporates and social enterprises.

### Our purpose

To build a thriving social enterprise sector at the heart of an economy where social performance is business as usual.

### Our vision

A more inclusive and equitable Australia.

## Brief description & overall objectives of your role

The Social Value Advisory Lead is a senior, revenue-critical role responsible for progressing Social Traders' advisory services and membership income during a 12-month parental leave period.

Operating with minimal oversight, the role leads advisory services sales, membership sales, proposal development, and project management of contracts across priority advisory engagements. The position holds direct accountability for achieving a revenue target for FY27, balancing business development activities with delivery oversight to ensure commercial, reputational, and contractual outcomes are met.

The role focuses on existing advisory services and funded opportunities, including broader innovation tied to live proposals or immediate revenue opportunities.

## This role contributes to Social Traders five strategic pillars:

- Social performance is viewed as competitive advantage
- Social Traders has a large membership base
- Social Traders has an active membership base
- Social Traders stewards a deep social performance data pool & insights
- Social Traders is a sustainable social enterprise

## Your key responsibilities

### 1. Advisory services sales & revenue delivery

- Lead advisory services sales to achieve the FY27 revenue target
- Support memberships sales and membership revenue target
- Scope, structure, and price advisory engagements
- Develop high-quality proposals aligned to client needs and delivery capability
- Progress leads through to contract execution with strong commercial discipline
- Maintain visibility of pipeline, forecasting, and revenue risk

### 2. Project management of advisory contracts

- Oversee delivery of contracted advisory services to ensure milestone, budget, and quality outcomes
- Act as escalation point for delivery risks, scope changes, and client concerns
- Ensure clear handover from sales to delivery teams
- Monitor contractual performance and client satisfaction

### 3. Internal coordination & decision-making

- Work laterally with internal delivery support, account managers, and subject-matter experts
- Provide clear direction on priorities, sequencing, and resourcing requirements
- Support internal teams through structured guidance without direct line management
- Brief ELT on revenue performance, delivery status, and emerging risks

### 4. Commercial & risk management

- Ensure advisory engagements are commercially viable and appropriately resourced
- Manage contractual and reputational risk across advisory work
- Apply sound judgement in scope negotiations and delivery trade-offs

### 5. Partnership & relationship management

- Manage key revenue generating partnerships that are attached to shared products or programs acting as the primary contact

- Maintain strong relationships with existing clients and build relationships with new clients

## Key relationships

### Internal

- CEO
- Senior Leadership Team
- Executive Director of Innovation & Impact
- Member Services team
- Head of Marketing & Digital
- Head of Impact Data & Digital
- Head of Business Advocacy

### External

- Advisory services clients
- Sector partners
- Social Traders business & government members

## Your objectives & KPIs

Objective	KPI
1. Revenue delivery	<ul style="list-style-type: none"><li>• Achievement of advisory services revenue target</li><li>• Strong pipeline &amp; high conversion rates</li><li>• Support membership sales target</li></ul>
2. Delivery quality	<ul style="list-style-type: none"><li>• Advisory projects delivered to scope, budget, and time</li><li>• Low incidence of delivery escalation</li></ul>
3. Commercial discipline	<ul style="list-style-type: none"><li>• Clear, defensible scopes and pricing</li><li>• Minimal rework or scope creep</li></ul>
4. Internal coordination	<ul style="list-style-type: none"><li>• Positive feedback from internal delivery support roles</li><li>• Clear responsibility and activity allocation</li></ul>

## Behaviours expected in your role

- Genuine connection to the impact Social Traders creates, with motivation grounded in advancing social and economic outcomes through advisory work
- Hands-on, delivery-focused approach, with a strong bias toward action and seeing work through to completion
- High level of autonomy and accountability
- Strong commercial judgement and prioritisation
- Ability to balance sales urgency with delivery integrity
- Clear, confident decision-making
- Collaborative, outcomes-focused approach
- Comfort operating in ambiguity and fast-moving environments

## Experience, competencies & skills for your role

### Essential

- 3–5+ years' experience in consulting, advisory services, or professional services
- Project management experience
- Demonstrated success in selling and delivering advisory or consulting engagements
- Strong commercial acumen, including scoping, pricing, and revenue accountability
- Experience coordinating complex work across multiple stakeholders
- Excellent written and verbal communication, including proposal development
- Ability to operate independently with minimal oversight

### Desirable

- Experience working with government, corporate, or purpose-led organisations
- Familiarity with social impact, ESG, or social procurement contexts
- Experience in interim or parental leave cover roles

## Acknowledgement

This job description has been designed to indicate the general nature and level of work for this role. It is not designed to contain or be interpreted as a comprehensive list of all duties and responsibilities and as such relevant additional duties may be assigned as required.

I have read, understand, and agree to the contents of this position description.

**Employee's Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_

**Date:**     /     /