

Position Description

Role title:	Social Procurement Lead
Role type:	Full time (0.8 FTE considered)
Location:	Sydney CBD, NSW
Salary range:	\$90-\$100k pro rata (including super)
Reporting to:	Executive Director, Business & Government Services; Executive Director, Social Enterprise Services
Key internal relationships:	Social Enterprise Services team; Business & Government Services team; Marketing team
Key external relationships:	Government & Business sector (existing and potential members); relevant industry bodies; social enterprise sector

Application process:

Please apply via email with your CV and cover letter (addressing the key selection criteria) to sam.edmonds@socialtraders.com.au. Applications close 5pm AEST Thursday 25th April, 2019. Please apply using the subject line 'Application for Social Procurement Lead – NSW'

Role outline:

Social Traders (ST) is seeking to recruit two new roles; one in New South Wales and one in Queensland. The roles combine social enterprise recruitment and engagement along with business and government member recruitment and servicing. The newly created positions are a response to Social Traders growth and the need to have an ongoing on-the-ground presence in these two states. These roles are unique in the organisation, with an equal focus on ST certified social enterprises and ST government and business buyer members.

In New South Wales, the role builds on the work being undertaken through an existing Sydney based role focussed on government and business member services. The role will enable ST to continue to grow its business and government services whilst also pursuing opportunities to grow ST engagement and recruitment of social enterprises in New South Wales.

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Key responsibilities:

1. **Identify and enable procurement deals** between business and government members and social enterprises.
 - Utilise a range of approaches to engage, inform and enable business and government members to buy from social enterprise.
 - Work closely with the social enterprise team to identify potential social enterprise matches to meet the procurement needs of business and government members
 - Assist in design and delivery of events and regular communications.
 - Record key information on transactions between business and government members and social enterprises in the CRM.
2. **Maximise business and government member retention** by providing them with an excellent service so that they use and renew their membership and promote ST across their networks.
 - Develop strong relationships with business and government members.
 - Encourage and enable business and government members to draw on the full range of services available through their membership.
 - Support ST's advocacy to government.
3. **Grow ST revenue** through new business and government memberships.
 - Grow ST business and government members by pursuing ST generated leads and through other lead identification processes.
 - Provide input to and refine assets, systems and processes to support sales within the organisation.
 - Present at events, and facilitate workshops in order to educate existing and potential business and government members, raise awareness and profile of ST and enable social procurement opportunities.
4. **Maintain and grow certified social enterprise numbers** through recruitment, engagement, and servicing.
 - Utilise a range of approaches to identify, engage and recruit social enterprises for certification, including engaging with stakeholders and social enterprise support organisations on marketing, referrals, events and speaking opportunities.
 - Engage with social enterprises to understand their capacity, capability and the ways in which they can best work with business and government.
 - Maintain relationships with other intermediaries and key stakeholders in the social enterprise field.
 - Support deal generation through the development, review and analysis of social enterprise lists for business and government members.

SOCIAL TRADERS

Skills & experience (key selection criteria):

- Essential: Highly developed relationship building, communication and interpersonal skills, with a strong customer service orientation.
- Highly regarded: Demonstrated track record in account management/stakeholder engagement roles.
- Highly regarded: Experience working in or with social enterprise and/or Government and/or the private sector.
- Demonstrated ability to solve problems in challenging environments.
- Strong understanding of social enterprise and the benefits they deliver.
- Demonstrated commitment to social change and the mission and values of Social Traders.
- Ability to work autonomously.

Qualifications:

Tertiary qualification in relevant discipline preferred.

Key attributes:

Excellent communication skills, commercial acumen, self-driven, innovative mindset, team player.

Other role requirements:

- Availability for interstate travel
- The right to live and work in Australia
- Role to start ASAP