

Position Description

POSITION TITLE:	Social Impact Manager
DEPARTMENT:	Bedford Social Enterprises
RESPONSIBLE TO:	COO BSE
DIRECT REPORTS:	None
INDUSTRIAL INSTRUMENT:	Award Free
CLASSIFICATION	N/A
LOCATION:	Panorama with travel to other Bedford locations as required .
<input checked="" type="checkbox"/> National Police Check <input checked="" type="checkbox"/> NDIS Worker Screening Check	
<input type="checkbox"/> Working with Children Check <input type="checkbox"/> Driver's Licence <input checked="" type="checkbox"/> Medical	
<input type="checkbox"/> Proof of full COVID-19 vaccination, or an acceptable medical exemption	

Bedford exists to support people with disability to live the life they choose through a diverse range of skill-building opportunities, from social activities, experiences, supported employment, residential services, and open employment. Underpinning this is the belief that diversity, inclusion and acceptance equals belonging for people of all abilities.

People with disability who live, work, and receive care from Bedford need to do more than just get by, they should be given the opportunity and resources to learn, grow and live meaningful, confident lives.

POSITION SUMMARY

The Social Impact Manager will lead Bedford Social Enterprises efforts to create pathways to open employment for individuals who have experienced barriers to joining the workforce. This role combines strategic planning, program management, and stakeholder engagement to develop and implement innovative solutions.

The role will be responsible for supporting the social enterprises achieve its social impact goals through the successful transition and retention of people with barriers to work into Open Employment while creating a "Social Enterprise Model" blueprint. This model can then be monetised through supporting other corporate and commercial organisations achieve their ESG goals, which will result in scaling Open Employment opportunities globally while creating a new revenue stream for Bedford.

Key Objectives

1. Increase the number of People with Disability (PWD) who participate in Open Employment.
2. Increase the retention of PWD in Open Employment.
3. Identify opportunities for PWD to develop skills that enable increased productivity levels and the opportunity to earn a full award wage in open employment.
4. Develop a Social Enterprise Model that can become the blueprint for other corporate and commercial businesses to adopt, through the collection of data and evolution of the model through learnings and developments.

KEY RESPONSIBILITIES

1. Strategy Development and Implementation
 - Design and execute a comprehensive strategy to identify pathways to open employment to for individuals facing barriers to employment. to set clear, measurable goals for the program and develop action plans to achieve them.
 - Align the strategy with Bedford Social Enterprise goals and objectives.
2. Program Management
 - Maintain oversight of the day-to-day operations of the employment transition program, including participant recruitment, assessment, training, and placement.
 - Monitor and evaluate program effectiveness, making adjustments to ensure successful outcomes.
3. Stakeholder Engagement
 - Develop and maintain partnerships with employers, training providers, and support services to create a robust ecosystem for participant success.
 - Build and nurture relationships with including local businesses, government agencies, nonprofits, and community organisations.
 - Collaborate with internal teams to ensure alignment of the program with overall organisational objectives.
 - Collaborate with stakeholders to identify opportunities and resources that support the social enterprise's objectives.
4. Impact Measurement and Reporting
 - Establish key performance indicators (KPIs) to measure the program's effectiveness and impact.
 - Prepare regular reports on program outcomes, challenges, and successes for both internal and external stakeholders.
5. Participant Support and Advocacy
 - Develop support systems and resources to address the unique challenges faced by program participants.
 - Advocate for inclusive hiring practices and workplace accommodations with partner employers.
6. Social Enterprise Model Development:
 - Ensure the model supports other organisations in achieving their Environmental, Social, and Governance (ESG) goals.
 - Identify and pursue funding opportunities, including grants and partnerships, to support the enterprise's initiatives.
 - Develop plans to scale open employment opportunities within Australia.
 - Adapt the Social Enterprise Model to diverse cultural and economic contexts to maximise impact.
7. Budget and Resource Management
 - Manage the program budget, ensuring efficient allocation of resources.

8. Compliance and Risk Management
 - Ensure all program activities comply with relevant labour laws, equal opportunity regulations, and organisational policies.

SKILLS/ATTRIBUTES

Personal Attributes

- Strategic thinker who can initiate activities that align to strategic goals and create meaningful social impact.
- Strong analytical and critical thinking skills
- Ability to understand diverse perspectives that foster an inclusive work environment.
- Project management and organisational skills
- Ability to adapt effectively during times of change.
- Ability to build and maintain strong partnerships with stakeholders and drive collaboration.
- Passion for social impact and creating inclusive workplaces.

Essential Skills and Qualities

- Bachelor's degree in social work, business administration, or a related discipline.
- 5+ years of experience in operations, program management, preferably in workforce development, social services, or a related field.
- Demonstrated ability to develop and implement effective strategies to address barriers to employment.
- Strong leadership and team management skills.
- Excellent communication and interpersonal skills, with the ability to engage diverse stakeholders.
- Proficiency in data analysis and impact measurement methodologies.

Desirable Skills and Qualities

- Experience in grant writing.

CORPORATE RESPONSIBILITIES

In accordance with current legislation specific to your job role and responsibilities, all staff are required to become familiar with and work in accordance with the Work Health and Safety Act 2012 (SA), Return to Work Act 2014 and the National Disability Insurance Scheme Practice Standards (the NDIS Practice Standards) and any other legislation that is relevant to their role.

- Behave in a manner that is consistent with Bedford's mission vision and values and that supports clients and employees to achieve their NDIS goals and objectives.
- Comply with Bedford policies and procedures as amended from time to time, including the Code of Conduct
- Acquire and maintain work health and safety knowledge relevant to your position.
- Participate on any performance or professional development process as required by Bedford.
- Participate in mandatory training as relevant to your role and as required by Bedford.

OTHER RELEVANT INFORMATION

Further Information about Bedford may be found at: <http://www.bedfordgroup.com.au>

I confirm that I have read and understood the Position Description for the position of Social Impact Manager.

Name:

Signed:

Date: