



Corporate Social Responsibility Coordinator

About Us

HerSpace believes in a world where girls and women are free from sexual exploitation, a world where they can choose their own direction.

HerSpace works with women and girls who self-identify as being affected by sexual exploitation. We seek to empower them by providing holistic therapeutic support to address the emotional, psychological and physical impacts of trauma, and build pathways out of exploitation. Our model of support places these women and girls at the centre of their healing process as we believe they are the experts of their lives, needs and choices

Job Purpose	<p>The CSR Coordinator will work as a part of the Fundraising Team, which has the overall goal of ensuring and nurturing a sustainable funding stream for HerSpace’s programming and administration, through all fundraising efforts.</p> <p>The CSR Coordinator in particular will contribute to this by bringing their understanding of the private sector to HerSpace in order to conceive of, implement and project manage a CSR strategy for the organisation.</p>
Values	<p>HerSpace is a values driven organisation, which aims to embody the following core values in all of our work, both at an organisational and individual level:</p> <ol style="list-style-type: none">1. We strive to search for new and innovative ways to overcome obstacles and empower action.

	<p>2. We work collaboratively and participate equally as team members wherever possible.</p> <p>3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.</p> <p>HerSpace supports our volunteers to embody the organisation’s feminist values through the work they do. This means working in collaboration, encouraging participation and partnership, and analysing and challenging power differences due to structures such as gender, race, sexuality, disability, hierarchy and class.</p>
<p>Key Selection Criteria</p>	<p>Necessary:</p> <ul style="list-style-type: none"> . Background in business, law or similar field. . A good understanding of the corporate sector, gained either through professional involvement or close association with it in the past. . Experience managing relationships with a diverse range of stakeholders. . Excellent interpersonal and communication skills. . A natural aptitude for troubleshooting issues as they arrive. <p>Preferable:</p> <ul style="list-style-type: none"> . Public speaking or facilitation experience . Knowledge of finance
<p>Specific Responsibilities</p>	<p>Creating a Corporate Partnership Plan which aligns with broader strategic planning goals</p> <ul style="list-style-type: none"> . Establishing partnerships with a range of corporate stakeholders who support our organisational vision and priorities . Actively seek out and participate in relevant networking events . Preparing relevant paperwork and presentations for meetings with corporate partners



	<ul style="list-style-type: none"> . Attending necessary meetings with HerSpace external stakeholders . Actively seek out opportunities for HerSpace to be introduced more broadly within the corporate sector. . Ensure all partnerships are managed in a way which is in keeping with any regulations or obligations accrued to the organisation.
Workload (hrs. per week)	8
Regular commitments (meetings etc.)	<ul style="list-style-type: none"> . Attending HerSpace events and planning days. . Checking and responding to emails regularly in accordance with HerSpacel communications standards . Attending a one on one meeting each month with the Fundraising Manager a with the team
Internal and External liaison	<p><i>Internal</i></p> <p>Fundraising team and CEO</p> <p><i>External</i></p> <p>Representatives of Corporate Partners and Industry bodies</p>
Supervisees	0
Reporting to	Fundraising Manager
Duration of Position	Minimum 12 months

Reviews

HerSpace is keen to ensure that the volunteering experience is mutually beneficial and to this end, has initiated regular satisfaction / performance review processes with their volunteers. The first of these reviews will occur at the end of second / third month (as per agreement) after the commencement of your volunteer assignment, and 3 – 6 monthly thereafter.



Police and Working With Children Checks

HerSpace may offer you a volunteer role which is conditional upon our receipt of a satisfactory National Police Check.

Additionally, all HerSpace volunteers are expected to hold a voluntary Working With Children Check.

Application Procedures

To apply for this role, please complete the Application Form below and send it with a copy of your resume and a brief covering letter to the Recruitment team at recruitment@herspace.org.au, using the job title as the subject line.

Please be sure to address the Key Selection Criteria in your covering letter.

All applicants will be notified of their progress once applications have closed.

Volunteer Application Form

Thank-you for your interest in volunteering with HerSpace. We appreciate you taking time to complete this form. Like the information provided in your cover letter and CV, this information will be kept confidential, it's purpose is to help us quickly identify key pieces of information which will assist us in processing your



application. Please complete this volunteer application form, and also attach your CV with references and cover letter when you apply for a role with HerSpace.

Any questions related to the recruitment process should be directed to recruitment@herspace.org.au. Please allow 10 business days for us to respond to your query.

First Name	
Surname	
Mobile Number	
Email	
If you had to describe HerSpace, our mission and vision to your friends what would you say?	
List and describe your background and experience in each of the necessary and preferable areas listed in the Position Description.	
Have you volunteered in the past? If so, describe how you managed this voluntary role?	
Please indicate how many hours each fortnight you feel you can realistically commit to volunteering	
How did you hear about HerSpace?	