



Chief Operations Officer

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

The primary purpose of this role is to support and compliment the CEO's leadership by managing and overseeing HerSpace's corporate function teams, (finance, human resources, communications and fundraising), and collaborating with their knowledge and expertise in the competitive not-for-profit sector.

Specific Responsibilities

- Support and supervise HerSpace's Managers (& Executive Manager) of the Finance, HR, and Communications & Fundraising teams
- Provide functional leadership for the Finance, HR and Communications teams within HerSpace
- Support the CEO in delivering on HerSpace's strategic direction and imperatives
- Report at Board meetings when necessary, occurring 6:30-8:30pm on the 3rd Thursday of the month.

Values

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:

1. We strive to search for new and innovative ways to overcome obstacles and empower action.
2. We work collaboratively and participate equally as team members' wherever possible.
3. We communicate respectfully, clearly and honestly often to avoid misunderstandings and share valuable feedback.

HerSpace supports paid and volunteer staff 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.

Key Selection Criteria

Necessary

- People management and leadership experience and expertise
- Well-developed understanding of an organisation's corporate functions and sound governance arrangements
- Ability to work with people at all levels in an organisation from Officers to CEO to Board level
- Proven ability to take initiative and work autonomously, at times with little supervision
- Bright and friendly demeanour
- Intermediate level of Computer literacy (email, word, and excel)
- Alignment with HerSpace's vision, mission and feminist values

Preferable

- Understanding of the Not for Profit sector and the sector in which HerSpace operates

Workload (hours per week)

Varies: 6-8 hours

Regular commitments

- Attendance at fortnightly meetings with CEO
- Attending HerSpace events and planning days
- Supervision meetings with Managers and Executive Manager at minimum monthly

Supervises:

- Manager, Finance team
- Manager, Human Resources
- Executive Manager, Communications and Fundraising
- Freelance and contract staff within areas of your management

Reporting to:

- Chief Executive Officer

Position Tenure

- Ongoing - 12 months' minimum

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 Check

- 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 process and recruitment process timeframes

To apply for this role, follow these steps.

1. Please complete a cover letter responding to the Key Selection Criteria of the position, and send it with a copy of your CV to Emily Hanscamp at recruitment@herspace.org.au, using the job title as the subject line.
2. Please be sure to address the Key Selection Criteria in your covering letter with tangible examples of your experience

Timeframes

Interviews will be allocated within 2 weeks of closing date, interviews take 1-2 weeks, and the role will be given 2 weeks following interviews. All applicants will be notified of their progress once the position has been successfully filled.