

Position Description
Heaps Decent
Community Outreach Manager

Heaps Decent

Founded in 2007, Heaps Decent is an arts organisation empowering young people through skills building, cultural access and creativity.

Working with underrepresented and marginalised youth across NSW, our participatory program of music and visual media activities provides a pathway to discovery, personal growth and agency through self-expression. Our work in youth justice centres, specialist schools, community organisations and refuges puts youth at the centre of activities in collaboration with professional artists, and provides support for each unique journey.

Heaps Decent provides an inspiring and dynamic working environment for creative and socially engaged people. Together we build wellbeing, connection and community.

Role Overview: The Community Outreach Manager will play a pivotal role in maintaining and building community relationships and our network of partnerships. They will identify new participants, focusing on equitable and inclusive engagement and ensuring safe and supported involvement in music and visual art projects. They will assist in raising funds to realise the organisation's mission. The primary objective of this position is to create positive change through arts engagement, fostering creativity and empowering youth while establishing a thriving and connected community.

Key Responsibilities

- **Community Engagement:** Build and maintain relationships with community organisations, schools, and groups to identify potential participants and collaborators.
- **Participant Recruitment:** Identify and engage marginalised youth, ensuring equitable access to Heaps Decent programs.
- **Program Support:** Provide support and guidance to participants, creating a safe and nurturing environment for their development.
- **Workshop scheduling:** Manage the calendar of creative workshops, liaising with partners and stakeholders.
- **Partnership Development:** Collaborate with other organisations to expand resources and opportunities for participants, fostering a network of support.
- **Fundraising and Grant Writing:** Assist in raising funds to realise the organisation's mission, including researching funding opportunities and writing grant proposals.
- **Monitoring and Evaluation:** Develop and implement strategies to monitor program effectiveness, track participant progress, and identify areas for improvement.
- **Advocacy:** Raise awareness about the challenges faced by marginalised young people, advocating for their needs and rights within creative access.
- **Diversity and Inclusion:** Promote accessibility and inclusivity through active engagement, promoting understanding, and breaking down barriers.
- **Organisational Growth:** Enhance the organisation's reputation to attract more support, partners, and participants, supporting sustainable growth and long-term impact.

Qualifications and Experience

- Professional working experience in a not-for-profit organisation.
- Experience working with marginalised youth, preferably in a community or arts-based setting, with a strong understanding of the arts and/or community sector in Sydney and NSW.
- Strong communication, interpersonal, and relationship-building skills.
- Excellent time management, organisational and problem solving skills.
- Demonstrated ability to write successful grant proposals and secure funding.
- Creative skills in music or visual/digital media are highly desirable.
- Understanding of monitoring and evaluation techniques to assess program effectiveness.
- Passion for youth empowerment, creativity, and social change.

Heaps Decent is committed to the safety, well-being and inclusion of all children and young people participating in our program. In line with our duty of care you will be required to hold a current NSW Working With Children Check for this position.

Contract Details: This is a part-time position, 3 days per week, for a 12-month contract. The role will report to the CEO and will be based in central Sydney.

Remuneration: AUD \$46,800 gross + compulsory superannuation contribution under the Superannuation Guarantee.

Application Process: To apply, please submit a cover letter (maximum 2 pages) addressing the position criteria and resume (1 to 2 pages) outlining your relevant experience and qualifications to hey@heapsdecent.com Applications close on the 3rd of June 2024. Please email hey@heapsdecent.com with any enquiries about the position.

Heaps Decent is an equal opportunity employer committed to diversity and inclusion. We encourage individuals from all backgrounds and identities to apply.