



POSITION DESCRIPTION

COMMUNITY DIRECTOR

Position Description

Job Title	Community Director
Reports to	Chief Executive Officer
Relates to	Community organisations in the mental health and suicide prevention sector, health organisations, government, PHN's, local councils, other community groups, partners, sponsors and individuals with lived experience
Type of position	Permanent - Full Time
Location	Barangaroo, Sydney (hybrid office / work from home)
Skills and Experience required	- At least five years demonstrated success in community directorship – seeking, developing and managing community portfolios/programs/campaigns - At least three years' experience in an executive role - Proven ability to lead and effectively manage the performance, output and development of direct reports. - Ability to connect with and manage a wide range of stakeholders. - Strong communication and presentation skills - Strong collaborative/inclusive approach to problem solving. - Proven experience setting and managing strategic plans - Self-motivated, responsive and flexible in an environment with time pressures and multiple priorities. - Proficient in Microsoft Office 365, Mac OS, and CRM use (Salesforce desirable) - Unrestricted right to work in Australia
Desirable	- Experience in not-for-profit/public health promotion - An interest and passion for suicide prevention

Primary Purpose

The Community Director is responsible for managing the R U OK? community portfolio, which encompasses engagement with:

- Aboriginal and Torres Strait Islander communities
- LGBTIQ+ communities
- People living in regional and rural Australia
- People from multicultural backgrounds and with English as a second language
- Older Australians
- Sports and other community groups
- R U OK?'s network of volunteer Community Ambassadors who share their lived experience while championing our mission

This multi-faceted leadership role supports the CEO in deepening R U OK?'s community engagement, outreach, and impact — strengthening, sustaining, and scaling the organisation's reach, reputation and relevance.

The Community Director is a member of the Executive Team and is responsible for the strategic management of the community portfolio, including six direct reports and casual employees as required. The role also provides strategic oversight of the R U OK? Conversation Convoy, which connects and integrates work across all community portfolios within the organisation.

A high level of community development, strategic leadership, and impact measurement experience is expected.

Key Performance Indicators	Measures
1. Strategic planning of Community Portfolio	• Alignment with R U OK? Strategic Road Map • Internal and external consultations • Inclusion of impact measurement
2. Identify and service key community relationships	• Increased and/or strengthened number of community-based collaborations and volunteer cohorts • Implementation of other portfolio opportunities as they arise • Stakeholder feedback • Measure and report on community impact to inform ongoing program development
3. Scaling of community-based models	• Operational planning • Resourcing • Adherence to best practice and safety standards
4. Maintain the reputation of R U OK? as a leading charity in the mental health and suicide prevention space	• Stakeholder feedback from peak bodies and alliances • Evaluations through third parties • Expressions of interest for collaborations
5. Contribute to organisational sustainability	• Financial sustainability models • Deliverables in conjunction with other R U OK? portfolios
6. Actively contributes to team cohesion and effectiveness	• Regular team WIPs and strategy sessions • Annual performance reviews • Maintain accurate data and maximise relationship development opportunities through the organisation's CRM (Salesforce)
7. Efficient portfolio administration	• Reconcile and manage budgets and expense approvals for portfolio related operations. • Ensure portfolio compliance with R U OK? policies and processes, and legislation relevant to portfolio operations.
8. Accurate and timely reporting	• Monitor the effectiveness of community campaigns and broader organisation programs and engagement, including analysis of key metrics and data trends to

	provide accurate and timely advice to inform decision making and planning. • Manage the preparation of reports to track results and measure impact.
9. Maintain good working relationships	• Build, nurture and maintain strong and respectful working relationships with team members, advisories, board members, sector partners, Community Ambassadors and varied stakeholders.
10. Actively contribute to team cohesion and effectiveness	• Weekly all-staff WIPs. • All-staff strategy sessions. • Executive meetings and planning sessions. • Annual performance reviews.

Remuneration and Conditions

- Permanent full-time employment agreement
- Salary commensurate with the successful applicant's skills and experience
- Ability to Salary Package
- Extended leave provisions including loyalty leave
- Commencing mid-January 2025

*Please ensure formal applications address the questions below within the submitted Cover Letter:

1. An example of a community portfolio you have led and its success measures.
2. What kind of leader are you, and how do you help your team thrive and stay connected to purpose?
3. Why a role at R U OK? would be a good fit for you.