

**Position Description**

<b>Position title</b>	Indigenous Financial Inclusion Lead – Identified Indigenous position
<b>Hours</b>	38 hours per week
<b>Primary location</b>	Cairns (other locations may be considered)
<b>Reports to</b>	General Manager, No Interest Loans Scheme
<b>Tenure</b>	Ongoing
<b>Salary Level &amp; Agreement</b>	Good Shepherd Microfinance Agreement 2017 Level 6, \$80,379 - \$84,047 per annum, plus superannuation and salary packaging

**Good Shepherd Microfinance**

Good Shepherd Microfinance is a world leader in financial inclusion products, services and advisory. We offer fair and affordable financial programs to people on low incomes and advisory services for governments, businesses and other organisations.

Our flagship programs include:

- No Interest Loan Scheme (NILS)
- StepUP low interest loan
- AddsUP matched savings plan
- Good Money community finance stores
- Good Insurance
- Financial Inclusion Action Plans (FIAP)
- Speckle
- LaunchME

At the core of our organisation are our values and a culture that invests strongly in professional development, workplace flexibility and employee wellbeing. In 2016, we were ranked in the top 10 most innovative not-for-profits in Australia. Our engagement scores are some of the highest nationally and women make up 66% of executive roles and our remuneration includes generous salary packaging benefits that can increase take home pay.

Good Shepherd Microfinance is part of the Good Shepherd Australia New Zealand network which was established by the Good Shepherd Sisters.

**Vision** Fullness of life for all people, living in connected resilient communities.

**Purpose** To enable economic wellbeing for people with low incomes, especially women and girls

**Values** Human dignity, respect, social justice, audacity, compassion and reconciliation

### Position purpose

The aim of the Indigenous Money Network program is to support community organisations, Good Shepherd Microfinance and NAB to enable Indigenous financial resilience in a way that is self-determined by people working at the grass roots.

The Indigenous Financial Inclusion Lead will enable the end-to-end delivery of the newly established Indigenous Money Network program, which will include managing a funding pool allocated for small projects across community organisations and coordinating and facilitating the community of practice. The community of practice will provide a space for shared learnings across the network and ongoing ideation and advocacy coordination.

### Role Dimensions

Direct Reports	Nil
Budget Oversight	Nil
Payment Approvals	Nil
Approval to Recruit	Nil

### Key Responsibilities

- Lead the coordination and delivery of the Indigenous Money Network community fund, with oversight from the National Community Microfinance Manager, and in partnership with NAB
- Coordinate and deliver a community of practice, including online and face-to-face events and forums for client-facing workers, and a collective action group for key decision makers across the network
- Proactively identify opportunities to enable Indigenous financial resilience across the Indigenous Money Network, and implement where appropriate, or make connections to spark action, guided by the collective actions and advocacy priorities identified by the community
- In partnership with the Community Microfinance team, support community organisations to deliver financial inclusion programs and projects in their communities
- Develop program policies and procedures via a try, test and learn approach with oversight from the National Community Microfinance Manager and the support of the Community Microfinance team, and broader NILS and Good Shepherd Microfinance teams
- Share learnings and support projects and activities to ensure Good Shepherd Microfinance programs enable Indigenous financial inclusion and resilience
- Identify and offer insights into how Good Shepherd Microfinance can deliver programs that meet the needs of Indigenous clients
- Coordinate program administration, reporting and acquittal

### Key Behaviours

- Be proactive, positive and resilient
- Communicate openly and transparently
- Build relationships with a range of stakeholders, including small community organisations, advocacy groups, corporate partners and government
- Partner with the whole team for effective outcomes
- Facilitate group conversations and unite diverse priorities
- Identify opportunities for continuous improvement of process and increased impact
- Be a future focused thinker, solutions focused problem solver
- Operate with trust, honesty and integrity; role model our values with all stakeholders
- Flexibility and ability to navigate ambiguity in a new and developing program will be necessary
- Some interstate travel may be required from time to time

### Key Selection Criteria

1. Identification as Aboriginal or Torres Strait Islander. Good Shepherd Microfinance considers that being of Aboriginal or Torres Strait Islander origin is a genuine occupational qualification for this role
2. Demonstrated experience working with Indigenous people and communities and delivering similar programs, including a strong understanding and appreciation of the range of needs and aspirations of Indigenous people on low incomes, and a willingness to listen and learn
3. A strong understanding of the community sector in Australia and understanding of financial services and/or microfinance preferred
4. Ability to establish and maintain positive stakeholder relationships
5. Ability to manage program administration, including reporting and acquittal
6. The capacity and commitment to work in alignment with the values of Good Shepherd Microfinance

### Additional Information

**Work Health and Safety (WH&S):** All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as cooperating with any measures introduced in the workplace to improve WH&S.

**Pre-existing injury:** The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be affected by employment in this position. This will assist the organisation in providing a safe work environment for staff.

**Equal opportunity:** Good Shepherd Microfinance is an equal opportunity employer. All staff have a responsibility to be familiar with and adhere to the organisation's policies and procedures.

**Cultural competency:** Good Shepherd Microfinance strives to maintain a culturally competent and inclusive workplace. All staff are expected to undergo regular cultural competence training as part of their professional development plans.

**Salary packaging** is available to all employees.

Employment is subject to:

- A current Police Record Check
- Proof of the right to work in Australia
- Driver's License