

Position Description:
Manager - WA AtoZ (Advance to Zero)
Western Australian Alliance to End Homelessness

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| Employer | AAEH |
| Level | SCHADS Level 7 – step to be agreed depending on experience |
| Term | Permanent |
| FTE | Full time (negotiable – some flexibility around working hours) |
| Reporting | Executive Director, WAAEH |
| Location | Hybrid Role will require 1-2 days per week in our office WAAEH/Shelter WA Office – Suite 2, Level 12/256 Adelaide Terrace, Perth WA 6000. |

CONTEXT

The Australian Alliance to End Homelessness (AAEH) is an independent champion for preventing and ending homelessness in Australia. We recognise that the scale of homelessness in Australia is both preventable and solvable and that we can end homelessness in Australia. Specifically, we work to prevent, reduce and end homelessness by ensuring that everyone has access to the housing and support they need, so that any future incidents of homelessness are rare, brief and once-off. This is how we define an end to homelessness.

The Western Australian Alliance to End Homelessness (WAAEH) is an independent coalition of individuals and organisations committed to working together to end homelessness in Western Australia. The WAAEH is part of the Australian Alliance to End Homelessness and an international network of organisations committed to ending homelessness. Since 2016, we have supported individuals, organisations, governments and local communities to work collaboratively across sectors to end homelessness – not just for individuals, but for whole communities. The WAAEH has developed a 10-year strategy to end homelessness through a whole-of-community response. The Strategy outlines five core areas and nine targets to prevent, respond to and end homelessness in WA.

The strength of the Alliance lies in its collective impact approach, bringing together aligned strategies and actions through broad multi-sector collaboration and active engagement from Alliance partners. This structure builds on the success of sector coalitions that have come together to address specific homelessness issues, as outlined in the Strategy.

POSITION SUMMARY

This role has responsibility for continuing to progress and lead the WA Advance to Zero (AtoZ) movement - a groundbreaking national initiative of the Australian Alliance to End Homelessness (AAEH) that supports local collaborative efforts to end homelessness, starting with rough sleeping – one community at a time. They will work closely with government and community partners, to grow the movement in WA.

This role requires a highly motivated individual who enjoys working in a dynamic and collaborative environment, leading a geographically diverse team, building and sustaining momentum for positive social change, and is passionate about ending homelessness. The role requires a strong track record in government, sector and stakeholder engagement on homelessness or community service sector issues, along with an understanding of theory of change and systems thinking to drive a collective impact approach to complex social challenges. It also requires drive, initiative, confidence and an outcomes-focused mindset with strong leadership and management capabilities.

The role requires a detailed understanding of strategy and can take a strategic approach to deliver agreed goals. The role leads initiatives as part of a small team with external partners through large multi-sector collaboration with strong project planning, management, and reporting skills. Expertise in negotiating, influencing and engaging with multiple partners at a senior and grassroots level is essential along with the ability to work outside the traditional siloed model.

KEY RESPONSIBILITIES

Operations

- Provide strategic leadership for the Advance to Zero (AtoZ) movement in WA.
- Manage and support the team, including Local Community Coordinators based in AtoZ communities and daily operations.
- Oversee contract compliance and liaise with the WA Government agencies, particularly the Office of Homelessness.
- Oversee the production and publication of public dashboard to monitor progress.
- Lead the overall coordination and planning of projects.
- Oversee action planning for WA Zero Projects , ensuring communities have clear, data-driven steps to reduce and ultimately end homelessness.

- Act as key liaison with National AtoZ General Manager regarding WA AtoZ coaching sessions and improvement cycles.
- Maintain the WA AtoZ Action Plan, oversee local community action plans, and ensure alignment with broader strategic goals.
- Act as the WA representative in Large Scale Change Lead meetings, a monthly forum for leaders within the AtoZ movement.
- Oversee continuous improvement projects for the WA AtoZ communities.

Practice

- Promote the application of Housing First principles.
- Design and facilitate workshops, presentations, and community forums to build capacity and knowledge.
- Support the inclusion and engagement of lived experience in the work.
- Ensure the integration of culturally appropriate practices and frameworks into all activities.

Team Responsibilities

- Build and maintain strong networks with other national Alliance partners committed to ending homelessness.
- Represent and enhance the public profile of WAAEH and the AtoZ movement through advocacy and engagement.
- Foster a collaborative and supportive team environment that values diversity and inclusion.
- Contribute to organisational planning and strategy development.
- Actively participate in organisational improvement and innovation initiatives.
- Perform other duties as required, contributing to the flexible and dynamic needs of the organisation.

PEOPLE MANAGEMENT RESPONSIBILITIES

- The role involves the supervision of a team of staff and secondees. It may also include the supervision of consultants, casual staff, volunteers, and interns who are engaged on projects.
- Ensure a safe work environment and compliance with organisational policies and legislation.

SELECTION CRITERIA

Essential

Knowledge and Experience:

1. Proven leadership and management capabilities to manage a team across multiple locations
2. Ability to establish and maintain effective working relationships with diverse stakeholders.
3. Exceptional organisational skills to use initiative, coordinate concurrent activities and manage competing demands to meet timeframes, budgets and reporting deadlines. High level written and verbal communication skills, sound judgment and discretion to produce clear, concise, action focused information in an appropriate format.
6. Demonstrated competency in ICT skills in Microsoft 365/Google Suite.
7. A commitment to ending homelessness and experience in human or community services

Desirable

- Experience in a collective impact approach, improvement science or continuous improvement methodologies and systems thinking
- Experience in business development

Qualification/s:

- Relevant qualifications in a related discipline and/or relevant work experience which demonstrate strengths in the criteria listed.