

# Diversity Manager



Oaktree is a not-for-profit with the mission of young people leading, demanding and creating a more just world. We believe Oaktree is the best place for young people to realise their potential. We are committed to this being a reality for any young person who wants to get involved with us. To support this, Oaktree is working hard to create a workplace and community that encourages, supports and values diversity.

As the Diversity Manager, you are a part of the People and Culture Team. You will manage a team of volunteers and oversee the development of strategies to promote diversity. This involves playing a central role in the organisation, communicating internally with people from all across the organisation and external parties that will help us develop our diversity initiatives.

## As Diversity Manager, a typical day might look like:

- Working alongside the Director of People and Culture to develop and refine strategies to promote diversity.
- Managing the implementation of diversity initiatives.
- Organising and providing diversity training and resources to Oaktree representatives.
- Communicating internally with people all across the organisation and helping to support them in their diversity needs.
- Representing Oaktree while communicating externally with stakeholders that can assist us in reaching our diversity goals.

## We are looking for someone who:

- Is deeply passionate about diversity and inclusivity, and will champion it in our workplace and community.
- Is able to engage with others and help them understand issues they may not be familiar with.
- Is committed to effectively managing and leading a team.

- Is committed to always growing your knowledge and is not afraid of stepping into new and exciting work.
- Is initiative and drives to continuously learn and improve.
- Has great written and verbal communications skills.

***We value will over skill, determination over degrees, and passion over years of experience. So go for it. Put your name forward.***

## What you will get out of it:

- Gain experience in developing and implementing diversity strategies.
- Help provide more people from diverse backgrounds the opportunity to gain skills and experience by volunteering or working with us.
- The opportunity to attend all Oaktree's Diversity Council meetings to build your understanding of organisational governance structure and be exposed to diversity and inclusion experts across industries.
- Make an impact in Australia and globally that provides young people with the opportunity to thrive.
- Meet passionate like-minded people and build your own personal network.
- Have the support to learn and develop a whole range of skills, including leadership and management experience.

**TIME COMMITMENT:** 2-3 days a week | This is a voluntary position

**REPORTS TO:** Jenny Tran | Director of People and Culture

**FOR QUESTIONS:** [j.tran@theoaktree.org](mailto:j.tran@theoaktree.org)

**APPLICATIONS CLOSE:** Monday, 29 March 2021.

## APPLY AT:

<https://oaktreeorg.typeform.com/to/fbrIJOMU>