



## **PROPERTY MANAGER - PROJECT-BASED ROLE (volunteer)**

### **WHO WE ARE**

Pink Cross is a survivor-led, volunteer-run organisation that helps those most vulnerable in the 'sex work' industry with a vision "To see a world free of commercial sexual exploitation".

Pink Cross offers compassionate support to people experiencing commercial sexual exploitation (CSE) through:

- fostering social connections;
- promoting healing and restoration;
- empowering people to achieve their goals.

We operate under three streams named Connect, Support and Educate. We have an 8 weeks, volunteer-led, SMART program for supporting people recovering from co-existing Mental Health and Alcohol and Other Drugs (AOD) issues. This pilot program is ending in November 2020. Under COVID-19 Pandemic governmental restrictions, we used online video programs to support the women.

Each year since 2013, Pink Cross teams reach 3000 to 10 000 people involved in the s\*x industry. We visit legal brothels weekly in Victoria and receive an increasing amount of requests for support in quitting p\*rnography addiction.

### **OUR PROGRAMS**

We offer referrals and support to 20 people per month from a Strength-based, person centred mental health framework. 85% of people we reach are located in Victoria. 5% of request for support comes from interstate, and countries such as India and Bangladesh. We are not equipped to support overseas request at this stage.

We have an Online Outreach Program for both those 'selling' and those 'buying' within a porn, exotic dancing or prostitution transaction.

We have 786 Twitter followers, 2089 Facebook likes and our website V.2 since going live in Sept 2018, has attracted 48520 visitors to this date (20 Nov 2020).

Our Strategic Plan comprises the growth of our outreach team with, funding pending, means hiring an Award-Wage Social Worker. We aim to connect with more women –and men – by visiting exotic dancing clubs, massage parlours, and more legal brothels (pre COVID-19 pandemic, there was 85 operating brothels in Victoria).

## **YOUR ROLE**

As the Volunteer Property Manager, you will support us in searching for a rental space and also support the search for a generous individual or business to sponsor our monthly rent. The Commercial Property Manager is accountable for all matters relating to the property we will be operating from.

### **We need an office space to:**

1. Hold board meetings
2. Receive goods, store and prepare Care Packs donations distributed to women at risk
3. Conduct interviews for new Board members, volunteers and staff
4. Hold team meetings
5. Meet with men and women for Intake interviews over a coffee, in a safe environment
6. Meet with stakeholders and donors over a coffee, in a safe environment
7. Receive and prepare items sold from our online store
8. Hold Male Peer groups support meetings
9. Hold Female Peer groups support meetings
10. Hold therapeutic sessions for recovery with male and female clients
11. Conduct interviews for new Board members, volunteers and staff
12. Maintain and grow our library

With a secure office space to operate out of, we can motivate our volunteers, Board members and staff by holding Afternoon Teas, training sessions and discussion groups; even hold small events. The property that will be sourced for us by the **Commercial Property Manager (YOU!)**

## **ABOUT YOU**

### **Essential:**

- Excellent time management skills
- Excellent communication skills, including 'power of persuasion' negotiation skills, in order to engage and appeal to donor(s)
- Thorough knowledge of commercial property rental market
- Thorough understanding of laws pertaining to commercial rental properties and their agreements
- An interest in mission and vision of Pink Cross, and alignment with Pink Cross's views on CSE
- Drivers licence
- Neat personal presentation
- Excellent customer service skills, a personable person
- Will need to provide a clear National Police Check
- Will need to sign Pink Cross Confidentiality agreement

### **Desirable:**

- Real Estate Agent's licence
- Real Estate Agent's Representative Certificate

### **Your roles and Responsibilities:**

- Project-based role (5-year contract)
- Search for commercial rental premises for Pink Cross Foundation Australia, that suits requirements of the organisation.
- Support the search for a donor to sponsor the rental
- Make phone calls to landlords / owners to discuss
- Make phone calls to donor(s) to discuss
- Ensure property is current and compliant with all applicable regulations
- Manage the collection of rent from donor(s)
- Routine inspections to the property
- Handle requests for maintenance and repairs to the premises in a timely manner

- Manage vendor relationships and oversee all cleaning and maintenance personnel
- Hire service providers to clear public areas of debris, check for gas or plumbing leaks, remove rubbish and exterminate pests
- Organise and apply relevant legislation and regulations to lease documentation, negotiations, and building processes
- Negotiate and prepare lease agreement documentation
- Ensure property complies with fire safety requirements and OHS
- Periodically review all service contracts (utilities, maintenance etc), to confirm they remain cost-effective
- Build and maintain strong relationship with tenant (Geneviève)
- Build and maintain strong relationship with landlord and donor(s)
- Maintain records like signed leases, payments from donor(s), bank statements, repair and maintenance invoices, and insurance bills
- Help with moving Pink Cross goods from previous premises to the new premises

If you are interested in this role, we would LOVE to hear from you.

## **HOW TO APPLY**

Send an email to [info@pinkcross.org.au](mailto:info@pinkcross.org.au), addressed to Geneviève Gilbert, with

1. A letter of introduction
2. Your resumé
3. Your Police Clearance check

Thank you for your interest in this position, and we hope to hear from you soon!