

EdConnect Australia

Application Pack:

General Manager – East Coast (Melbourne)

Thank you for expressing an interest in this position.

To apply for the position please submit the following:

- A covering letter – introducing yourself and your interest in the role
- A statement briefly addressing the selection criteria (2 page maximum)
- Your current resume
- Completed New Applicant form – located on the careers page
 - www.edconnectaustralia.org.au/careers

SUBMIT YOUR APPLICATION

- Via our Careers Page: www.edconnectaustralia.org.au/careers
- Email: edconnect@edconnect.org.au for the attention of CEO, Gerri Clay

If you would like discuss the position you are welcome to contact Gerri Clay on 0407201848 or 94448646.

Applications close COB Tuesday 23/04/2019.

We look forward to receiving your application.

Yours sincerely,

The EdConnect Team

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Job Details	
Position Name	General Manager
Employment Classification	SCHADS Level 7 Non award, Maximum term, part time 12 month contract.
Salary	\$107,000 to \$112,000 (pro rata) Plus SGL DGR salary sacrificing options available
Immediate Supervisor	CEO
Direct Reports	Four
Hours	22.5 hours (0.6 FTE) Ordinary span of hours 7am – 7pm Monday to Friday and willingness to undertake occasional travel and after hours work
Term	Fixed term 12 month contract, with possible extension.
Workplace Location	Home based office (Head Office, Maylands WA) Melbourne, Victoria (preference western / northern suburbs)
Prime Responsibilities	
<p>We are looking for a creative and engaging individual with proven leadership and people skills to join our team in the capacity of General Manager with the responsibility for the provision of services to our school communities, volunteers and stakeholders in Melbourne, Regional Victoria and Western Sydney NSW. Currently there are 160 active volunteers and 60 school memberships across these regions.</p> <p>This exciting role will allow a dynamic, passionate and skilled professional to positively impact on the community and further develop EdConnect Australia.</p> <p>From your home-based workplace you will be responsible for leading and supporting a small team of part-time staff to deliver high quality volunteering mentoring and learning support services. The role demands a skilled communicator with the ability to engage philanthropic, local and state government, and the corporate sector with a view to generating income to sustain and grow our services. Continuing to raise the profile of EdConnect Australia will be a key component of this role in order to attract supporters to our cause as volunteers or donors.</p> <p>The General Manager will also be responsible for the development and delivery of the state based business plans and budgets derived from EdConnect's Strategic Plan.</p>	

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Performance Dimensions

Roles and Responsibilities

Leadership, management and organisational development

- Implement the strategic goals and objectives of EdConnect as set out in the annual business plan
- Manage the day-to-day operational activities of the organisation in Victoria/NSW
- Establish and enable the NSW Steering Committee to fulfil its functions
- Support and oversee all east coast service delivery including the performance management of relevant staff
- Market, promote and showcase EdConnect Australia's services to the community and identified funding bodies to create a strong, positive image relevant to all stakeholders
- Implement and evaluate new program initiatives and projects

Delivery of quality services and client outcomes

- Promote and implement high performance standards and a culture and system of quality improvement
- Ensure effective, ethical and person-centred leadership in approach to day-to-day management
- Ensure that the delivery of services is evidence based and outcomes focussed and contribute to policy formation

Management, supervision and development of staff

- Ensure the selection, recruitment and retention of appropriately skilled people to grow the capacity of EdConnect on the east coast
- Ensure the effective training and management of school mentors and volunteers on the east coast
- Ensure effective management and accountability of staff including regular monitoring of performance against KPIs and oversight of the annual performance appraisal process
- Motivate and manage paid and volunteer staff according to approved personnel policies and procedures that conform to current laws and regulations
- Provide relevant professional development and training and support the motivation of East Coast team members

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Financial management

- Be accountable for financial, risk and operational management
- Prudently manage the organisation's resources within approved budgets
- Source funding opportunities to support VIC/NSW operations, establishing strategies to approach funders, prepare and submit proposals
- Complete required reporting and grant acquittal documentation

Selection Criteria

Essential Criteria

- Relevant tertiary qualification
- Advanced Leadership and people management skills and ability to support staff in multiple locations
- Experience in business or charity management, planning and financial oversight
- Strong organisational skills, able to prioritise, manage multiple demands and meet deadlines
- Proven successful management experience in, and knowledge of, the not-for-profit environment including experience in developing and implementing community programs
- Excellent communication skills (written, verbal, visual) and an ability to work in a collaborative manner
- Professional, energetic, optimistic, with a "can do" attitude
- Ability to build strong relationships and networks with various stakeholders, including philanthropic, government and corporate entities
- Excellent IT skills, Microsoft office suite
- Successful results in securing funds via grants opportunities, corporate partnerships, sponsorship and philanthropic foundations
- Valid Driver's license and access to a vehicle for work purposes
- An understanding of the educational sector is highly desirable