



Position Description: General Manager

TITLE: General Manager

SUPERVISOR: 3000acres Board

WORK TYPE: Permanent, full time role (or 0.8 depending on candidate preference)

SALARY: \$75,000-\$80,000 + super

PLACE OF WORK: Our office in Alphington VIC (working from home until restrictions allow). Some local travel required.

APPLICATIONS CLOSE: COB 21st July, 2020

ABOUT THE ORGANISATION

3000acres is a not-for-profit organisation that works to build a social movement around food growing that fosters community, strengthens our food system and improves the health of the urban environment. We partner with communities to deliver diverse food growing and sharing projects around Greater Melbourne.

We work together with councils, statutory bodies, developers and communities to deliver projects such as:

- Co-design of new community gardens;
- Communal harvesting projects such as our annual "Olives to Oil Harvest Festival";
- Shared community food assets and resources;
- Composting hubs;
- Urban agriculture reports, evaluations and policy development for local councils;
- Space activation activities and food growing workshops.

As a small, dynamic team of three staff and a number of volunteers, we're able to work across municipalities and projects to achieve the 3000acres' vision of helping more people, grow more food, in more places. Together, the team manages all aspects of the organisation from finance to project delivery to communications to volunteer management, all within the framework of the 3000acres strategic plan.

ABOUT THE ROLE

Over the last few years, we have grown substantially as an organisation to have a greater portfolio of projects, network of collaborators and big plans for the future. We're looking for a new General Manager who has the enthusiasm for urban agriculture, stakeholder management skills and capacity for business development to continue to help us to grow.

The General Manager is responsible for managing the operations under the supervision of a committed voluntary board of directors. This includes pitching for and bringing new project funding into the organisation, financial management, team coordination and project development and management. You will work collaboratively with 3000acres' project managers and report regularly to the board.

This role is well suited to someone with confidence in growing a small organisation, the creative vision to catalyse an urban agriculture movement and the skills to build strategic relationships in the sector. The ideal General Manager will be able to wear many hats and not be afraid to get their hands dirty, sometimes literally!

KEY RESPONSIBILITIES OF THE ROLE

- Manage all day-to-day aspects of 3000acres including finances, staff supervision and support, team resourcing and project acquisition;
- Collaborate with the core team of staff in delivering on roughly 15-25 projects at any one time;
- Act as the public face of 3000acres with the media, strategic partners and community;
- Build relationships with potential partners including councils, statutory bodies, community groups and developers;
- Lead the implementation of 3000acres' recently finalised three year strategy;
- Bring new projects into the organisation through pitching to funders, answering briefs and applying for grants;
- Assist in project management where necessary including participating in community events, writing reports and acquitting funding;
- Actively build collaboration across Melbourne's urban agriculture sector to drive positive change;
- Report regularly to the 3000acres board of directors.

ESSENTIAL THINGS ABOUT YOU

- Enthusiasm for urban agriculture and a fair food system;
- Great written communication skills – particularly writing grants and pitches for funding;
- Public speaking confidence – in front of community members and stakeholders;
- An ability to build and maintain strong relationships with a range of stakeholders;
- Experience in or with the not-for-profit sector;
- A strong belief in the power of community-led change;
- Comfort managing basic finances and meeting ACNC reporting obligations;
- Confidence managing multiple projects at once and supporting staff members to do the same.

Applicants must hold the right to work in Australia and will need to undergo a Working With Children Check and a National Police Check. An active driver's license is required.

BONUS EXPERIENCE

- People management experience;
- Community development experience;
- Experience with or understanding of councils;
- Practical food growing or food systems knowledge;
- Communications skills including social media, website and media.

WHAT WE CAN OFFER YOU

- The support of an established staff team and board of directors;
- Flexible working arrangements, progressive leave entitlements and time-off-in-lieu;
- The opportunity to be part of an established and adaptive organisation that is contributing to better connected, resilient communities.
- The challenge of building up a small organisation with the subsequent satisfaction when goals are reached.

HOW TO APPLY

Applications should be emailed to Claire Hetzel at claire@3000acres.org using the subject line: 3000acres General Manager application, and must include:

- A cover letter of no more than one page outlining your capacity to fulfil the key responsibilities of the role;
- Your CV.

3000acres is an equal opportunity employer and encourages individuals of diverse backgrounds including but not limited to those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse, the LGBTIQ+ communities and those living with a disability to apply.