



Position Description

POSITION TITLE:	Operations & Community Action Manager
DATE:	16 September 2021
HOURS:	0.8 fte, or 4 days per week, occasional after-hours and weekend work
TYPE OF EMPLOYMENT:	Fixed-term, part time.
CLASSIFICATION LEVEL:	Level 7 of the SCHCADS Award

Organisation Overview

The mission of the Port Phillip EcoCentre is to connect and inspire people to care for our land, water, wildlife and wellbeing.

The EcoCentre is a not-for-profit umbrella environment organisation with a vision of *a healthy, thriving, and resilient planet where humans live in balance with the natural world*. We work closely with the community, government, schools, businesses, research institutes and a network of approximately 30 affiliate environmental organisations that are primarily based in Greater Melbourne. Our team of scientists, teachers and 3000+ volunteers implement innovative environmental and climate action programs.

The EcoCentre is an incorporated association and is managed by a community-based elected committee of management.

Over the next three years, we are striving for four outcomes:

- **Connect:** People are connected to nature and each other.
- **Act:** Individuals and groups take action to mitigate climate change and protect the environment.
- **Transform:** Our partnerships and networks drive positive systemic environmental changes.
- **Enable:** The EcoCentre is an effective, efficient, inclusive and innovative organisation.

The impact and expertise of the EcoCentre grows dynamically and team members can expect to actively develop and test initiatives, while building our well-respected standing, and ensuring

systems are structured for growth. The EcoCentre is currently working with City of Port Phillip to redevelop the site into a 'world-leadership' rated sustainable community hub.

Purpose and Functions of the Operations & Community Action Manager

The key purpose of the Operations & Community Action Manager is management of facilities, business systems, fundraising appeals, and community programs whether onsite, in the field or through digital engagement. The Operations & Community Action Manager will

- Manage staff and work in the areas of: Community action and volunteering, communications and ICT, public fundraising appeals and sponsorship, facilities, finance, and all systems supporting these program and operational areas.
- Develop and manage projects and systems to optimise delivery of the Strategic Plan and development of our new EcoCentre hub.
- From 2021-2024 the role will include providing significant change management support during the move to temporary premises, and return onsite to launch the world-class sustainable community EcoCentre.
- Collaborate with the Executive Officer and other members of the executive team on leadership matters such as operational and financial planning, human resources, legal compliance, and impact evaluation; and provide advice and administrative support to the Executive Officer.
- Secure income for and evaluate impacts of a range of projects and programs.

This role works in a range of indoor and outdoor environments. It involves mainly desk-based work and some physical activity, including use of tools and equipment.

Key Responsibilities, Duties and Roles

- Work as a member of the executive team, collaborating with the Executive Officer and other team leaders; and as appropriate with Committee of Management subcommittees, on strategic and management matters.
- Identify potential funding sources, and coordinate the preparation of funding submissions, bids and corporate sponsorship proposals.
- Manage budgets and day-to-day operation of facilities, business systems and community programs.
- Manage operational systems development, implementation, and review.
- Work with and support the Executive Officer in financial management and reporting, including supporting the Bookkeeper, quarterly forecasting, policy and procedure reviews, and the financial audit.
- Identify priorities, and manage staff and volunteers for:
 - Communications and Marketing, including social media, website and Customer Relationship Management (CRM) database management
 - Community engagement including volunteer management, membership drives and Affiliate relations
 - Public fundraising appeals
 - Community Programs including idea generation, project and funding application development and all aspects of project management;
 - Operational facilities and equipment management, including during redevelopment site transitions
 - ICT systems design and maintenance
- Develop and support operational plans for the Community Action program team and individual staff work plans.

- Develop and maintain strategic relationships with key stakeholders including funders and policymakers.
- Evaluate, provide progress reports, and make recommendations for a range of EcoCentre reporting priorities including:
 - climate impacts
 - social impacts, including diversity, equity, inclusion, and coalition-building
 - practice and systems change impacts in community and institutions.
- Coordinate and evaluate tertiary education placements, in consultation with relevant staff.
- Prepare reports for the Committee of Management and subcommittees as required.

Relationships and Accountabilities

Reports to: Executive Officer

Supervises directly: Staff, volunteers, contractors, consultants in the areas of responsibility listed above

Key relationships:

- Other staff members, volunteers, EcoCentre members and Affiliate groups
- Contractors and Consultants engaged in projects or work for the EcoCentre
- Collaborating organisations across multiple sectors including community groups, government, universities and businesses
- Reporting and liaison with funding bodies including government, philanthropic foundations, businesses and potential funders and partners

Key Selection Criteria

1. A relevant tertiary qualification and/or 7+ years of experience in business development or management, education or areas related to the EcoCentre purposes.
2. Demonstrated experience in people management in a team environment and in a multi-functional, responsive organisation with competing deadlines. Proven ability to engender a spirit of teamwork and to inspire trust and open reflection.
3. Demonstrated skills and experience in financial management including preparation of budgets, forecasts and reports, and working with bookkeepers and/or auditors.
4. Proven ability to assess, implement and document improvements to management and operational systems, processes and technologies without operational disruptions.
5. Skills and experience in project development and management including strategic level idea formation, writing successful funding submissions, planning, financial reporting and evaluation.
6. Proven ability to foster and maintain collaboration and cross-sectoral partnerships through high level interpersonal and communication skills, both oral and written; and experience managing short and longer-term timing for projects in the context of a Strategic Plan.
7. Excellent command of Microsoft Word, Excel, Office and Powerpoint, Google Suite, Zoom, CRM software, website review and maintenance, remote work tools, and ability to identify and adapt to emerging platforms of relevance.

8. Strong understanding and commitment to the purposes, strategic directions and functions of the EcoCentre; and of the ethos and responsibilities of working in the community not-for-profit sector in an organisation with a Board of Management.

Other relevant skills, knowledge and experience

1. A demonstrated commitment to diversity, equity and inclusion principles.
2. Experience in working in or with not-for-profit, mission-driven community organisations and reporting to a Board or Committee of Management.
3. A demonstrated commitment to climate action and to the development of a more sustainable world.
4. Experience coordinating successful fundraising campaigns.
5. Current Working with Children check and Current First Aid certificate