**Position Description**

 **Manager - Brainwave Bikes**

**Position type: Full time**

**Reports to: Chief Executive Officer**

**Date: November 2021**

**About Brainwave Australia**

Brainwave was founded in 1994 to provide practical support and care to children impacted by neurological conditions and their families. Brain injury and illness change people’s lives and futures. We are here for the whole family from the point of diagnosis onwards. No matter where families are in Australia, we help support them by providing holistic support in times of crisis, ongoing access to information and resources, and build meaningful social connections with and between families.

**About Brainwave Bikes**

In partnership with our sponsors and Good Cycles, Brainwave is establishing a new social enterprise, Brainwave Bikes that, by receiving and selling donated used bicycles, will enable:

* Work experience and traineeships for people with neurological conditions, including those supported by Brainwave
* Recycling of bicycles with reduced land fill and greenhouse gas emissions, as an exemplar of the circular economy
* Enhanced family mobility and health through affordable bicycles
* A growing additional source of income for Brainwave to fund its programs

**Our Vison**

To ensure that all families have the best access to resources and support so they can bounce back when adversity strikes.

**Our Purpose**

To support families and children with brain injuries and illnesses to adapt and thrive.

**We Believe**

Informed, resilient and connected families enable the best outcomes for children

**Role Purpose**

The primary purpose of the Brainwave Bikes Manager is to lead the establishment and operation of the social enterprise, guided by the business plan and supported by a steering committee, to active the approved targets.

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| **Key responsibilities** | **Operations Management*** Manage all operations of Brainwave Bikes to achieve the approved targets for volunteers, employees, stakeholder relations, recycling
* Manage the budget of Brainwave Bikes to achieve the approved financial targets

**Stakeholder management and representation*** Build and maintain relationships with steering committee, corporate and other supporters, including sponsors, suppliers, designers, media
* Represent Brainwave Bikes, including at social enterprise networks and events

**Project management*** Project manage the establishment of Brainwave Bikes
* Develop and harness business, employment, training and circular economy partners

**Planning*** Update the implementation plan to establish the enterprise
* Produce an annual plan and budget with Brainwave’s CFO for approval by the Brainwave CEO & Board

**People management*** Lead the volunteers and staff to ensure a productive and rewarding team
* Comply with human resources polices and procedures, as well as related legislation, including OH&S

**Quality and compliance*** Develop and adhere to standard operating procedures
* Ensure compliance with Brainwave’s policies and procedures, as well as relevant laws and regulations
* Ensure continuous quality improvement

**Reporting*** Report to the Brainwave CEO and steering committee, and as required
* Present to the Board and key stakeholders
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| **Key attributes**  | * Empowering leadership in a retail environment
* Self-motivated and initiative driven
* Strategic in thinking and planning
* Excellent relationship building skills
* Project management experience
* Demonstrated business management experience and acumen in a FMCG industry or equivalent
* Demonstrated empathic listening and engagement skills
* Excellent report writing, budget, evaluation and administration skills
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| **Organisational Key Result Areas** |
| **Values, culture and leadership**  | * Consistently display and demonstrate Brainwave values
* Promote a positive and supportive work environment
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| **Best practice**  | * At all times act in accordance with Brainwave’s organisational policies and procedures
* Take responsibility for ongoing personal professional development to ensure adherence to relevant professional requirements
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| **Risk management**  | * Perform duties to work in accordance with the Occupational Health and Safety Act and Brainwave Australia Occupational Health and Safety Policy.
* Identify and report any hazards and/or incidents observed in the workplace and/or at external events
* Proactively ensure a safe operating environment by adhering to all OH&S requirements
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| **Human Rights and Equal Opportunity** | * Compliance with the Victorian Charter of Human Rights and Responsibilities and the Equal Opportunity Act.
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| **Adaptability and initiative**  | * Show resilience in adapting to changing circumstances
* Respond positively and accommodate changes to internal processes
* Develop ways to promote better systems and processes and service delivery
* Employ innovative thinking about ways to achieve organisational goals
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| **Data management**  | * Ensure proper documentation is kept and filed in a timely and efficient manner
* Ensure data is captured accurately and is up-to-date across all relevant systems
* Ensure the privacy of all client data meets the APP requirements
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| **Team work**  | * Work collaboratively with other team members.
* Be supportive of other team members particularly during busy periods
* Be willing to go above and beyond to get a task completed
* Be prepared to represent Brainwave as a member of the team
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Brainwave Australia offers a competitive salary for this level position, salary packaging benefits, as well as a friendly and flexible work environment.

We’d love to hear from you. Please submit your cover letter and resume by emailing admin@brainwave.org.au

Applications close 5:00pm on 30 November 2021.

 ***All employees are required to undergo a National Police Check and a Working with Children Check. Satisfactory screening and qualification/reference checks. Proof of Australian Citizenship or eligibility to work (Visa). And hold compliance with NDIS worker Scheme***