



Position Description

Position Title:	General Manager
Reports to:	Co-Executive Directors
Primary Location:	Flexible - Sydney preferred but possibility of working remotely in Australia
Employment Status:	Part-time (0.5-0.6 FTE), fixed term (12 months) with likely extension contingent on funding.
Start Date:	19 October 2022
Application Deadline:	19 September 2022
Last Review Date:	August 2022

The organisation

The Migrant Justice Institute is Australia's first national and global migrant rights organisation. Our work exposing exploitation of migrant workers has directly shaped government policies and practice on wage theft, modern slavery, and pandemic-related support for migrant workers.

We are lawyers, researchers and advocates who compel systemic change by governments and business by charting evidence-based pathways to reform that are grounded in migrants' experiences. We closely collaborate with migrant communities, civil society organisations and trade unions to amplify migrants' voices.

Migrant Justice Institute is a small, dynamic not-for-profit organisation with an ambitious agenda for systemic change. Led by law professors at UTS and UNSW, it was incorporated in 2021 having grown out of a 6 year informal collaboration. We have offices in the UNSW Faculty of Law and Justice in Sydney and at the Migrant Workers Centre in Melbourne. We are at an exciting new phase of building the organisation and robust internal structures to enable us to have a transformative impact on migrant worker exploitation and modern slavery over the next 3-5 years and beyond.

Role description

This is an exciting opportunity for an experienced operations manager to join Migrant Justice Institute's executive leadership team and be a driving force of this newly established organisation. We have a small talented team in place and have established our IT systems, organisational policies and procedures, external payroll and bookkeeping, and broad strategic direction. We are now looking for a General Manager to drive the efficient and effective internal operation of the Migrant Justice Institute. This includes a strong focus on financial management, internal risk management, regulatory compliance and reporting; governance including oversight of policies and procedures and liaison with the Board; human resources; and strategic and operational planning. The General Manager will be supported by the Operations Assistant, and will work closely with external providers to deliver outsourced services (IT, bookkeeping and payroll, digital communications). For candidates who bring other skills or want to grow into new areas, the role may incorporate other activities such as development and fundraising, grant-writing, project impact evaluation, communications, and advocacy.

You are:

- an experienced manager of people and projects who enjoys the variety of diverse responsibilities and can be consistently relied on to get things done well.
- excited by the idea of creating systems and processes that will enable a small, dynamic team to thrive.
- expert with budgets, spreadsheets, CRM and project management software.
- creative and resourceful, love the idea of shaping a new organisation in start-up phase, and are not afraid to muck in or change plans as needed.
- able to work with senior staff to build a culture of impact, innovation, integrity, reflection and collaboration in which all staff feel supported and valued, and you personally model these qualities.
- passionate about ensuring that everyone is treated fairly and can live and work with dignity regardless of where they come from or their immigration status.

Responsibilities

Operational management and process improvement

- Oversee the efficient and effective day-to-day operation of the organisation.
- Maintain, implement and improve processes for legal compliance, risk management, contract management, policy and procedure development, IT, and operational systems including implementing a new CRM system.
- Supervise the Operations Assistant, including travel booking, scheduling, etc.

Human Resources

- Manage the organisation's human resource functions for staff and volunteers including recruitment, induction, training, performance management, and development, implementation and improvement of HR policies and procedures.
- Oversee external payroll provider and contribute to management of contractors.
- Ensure all staff can grow personally and professionally including facilitating professional development opportunities and fostering effective teamwork.

Financial and governance

- With the Co-Executive Directors, prepare and manage the organisation's budget including allocating resources and analysing trends.
- Support governance functions with the Co-Executive Directors, including developing board and committee agendas, papers, financial reports, and minutes, and ensuring compliance with reporting obligations.
- Oversee the external bookkeeper and annual audits, and make and approve payments.
- Contribute to development and implementation of the organisation's financial strategy, policies, procedures, and financial systems.

Development and stakeholder management

- Manage, and contribute to, applications for grants and other funding.
- Monitor the acquittal of grant funding and contribute to project reporting and evaluation.
- With other senior staff, manage relationships with internal and external stakeholders (community partners, board members, donors).

Required capabilities & qualifications

We are seeking a candidate with proven experience in organisational development who can build a new small organisation and capably manage its people and projects.

Essential:

- A minimum of five years' experience in operational management, ideally including budgeting, business analysis, risk, finance, information and IT systems, human resources, strategic planning, stakeholder engagement, fundraising, contract management, charitable status and reporting and communications.
- Demonstrated capacity to improve organisational efficiency and deliver strategic outcomes.
- Experience supporting governance functions of an organisation including its Board.
- Strong writer, exceptional verbal communication skills, and excellent attention to detail.
- Strong digital and IT skills, including expertise with the Microsoft suite and ability to manage implementation of a new CRM system.
- Enjoy the challenge of being the engine room of an ambitious small, start-up non-profit organisation.
- Passion for making a difference within the organisation and wider community and the ability to work effectively with a diverse range of people.

Desirable:

- Experience in building an organisation from the start-up phase.
- Experience in development and fundraising.
- Knowledge of, and/or experience in, labour rights, migration, law reform, legal and empirical research, social policy and/or government relations.

Terms of the role

- The Migrant Justice Institute is an equal opportunity employer. We are committed to promoting a diverse and inclusive workforce and particularly encourage candidates from migrant backgrounds to apply for this role. We offer flexible working arrangements, opportunities for professional development and mentoring, and a workplace culture that is collaborative, dynamic and committed to learning and looking after each other.
- Preferably based in Sydney with option of working at UNSW Faculty of Law and Justice, but will consider candidates working remotely.
- The position is 0.6FTE (22 hours per week). We value work-life balance and the role may be worked flexibly over 4 or 5 days. We also welcome applications to work at 0.5 FTE.
- Initial fixed term of 12 months, with likely extension contingent on funding. There is a six month probationary period.
- Full time annual salary package equivalent to AUD 120,000-136,600 (inclusive of superannuation), depending on qualifications and experience.
- 4 weeks' annual leave, plus one additional week of ex gratia leave over the Christmas period.

Applications

Applications should comprise a 2 page cover letter addressing the key selection criteria and your resume. Please combine these as a single PDF document, clearly named with your name in the document title. Applications, and any questions about the role, should be sent by email to Tarni Perkal at tarni@migrantjustice.org.

For further information about the Migrant Justice Institute, see www.migrantjustice.org.