

## Projects and Operations Position Description

<b>Fraction:</b>	0.5 FTE
<b>Period:</b>	Two-year contract with possibility of extension
<b>Salary:</b>	\$85,000-\$95,000 pro-rata + superannuation Salary paid above Award rates and is indexed to CPI annually from 1 January 2026.
<b>Award:</b>	Level 4, Miscellaneous Award 2020
<b>Reporting:</b>	Principal, Uncommon Good

**About us:** Uncommon Good is a private for-purpose consultancy based in Tarntanya (Adelaide). We work with philanthropic foundations, and not-for-profit organisations, to deliver ongoing executive and secretariat services and undertake one-off projects that support organisations' strategy development and implementation.

We are led by our Principal and Founder, Jennifer Duncan, working with a small and nimble team based in Adelaide and collaborating via remote working arrangements.

**Overview:** The Projects and Operations role is responsible for duties that incorporate the operations of Uncommon Good, and the direct delivery of services to clients. It operates with a high level of autonomy, delivering quality services to Uncommon Good and its clients in a timely and responsive manner to ensure seamless client interface and supports.

The remit of the role is broad, each day filled with a range of diverse tasks that generally fall into the categories of 'talk' and 'type'. We offer a flexible and adaptable approach to service delivery as we, and our clients, continue to grow and evolve.

**About you:** You are dedicated to social purpose in your work. You are both a thinker and a doer and enjoy the challenge of doing new things, bringing your transferable skills to your work whilst always building on them. You get real pleasure out of delivering outcomes.

You relish learning and have a tenacious, can-do approach to new skill acquisition. Whilst you bring areas of dedicated expertise consistent with the role, you are also an experienced generalist in the areas of projects and operations.

You are personable and professional. You combine high standards and a sound work ethic with an ability to move quickly where required. You enjoy being relied upon in a small team environment, where what you do is critical to our success.

You feel comfortable communicating through writing, and in the development of high-level briefing documentation. You are also comfortable working and communicating in a largely digital environment, consistent with remote working arrangements.

**Reporting relationships:** The role reports directly to the Principal of Uncommon Good. It is also accountable to the nominated representatives of Uncommon Good's clients in the day-to-day delivery of services.

The role is responsible for the oversight of services delivered by nominated contractors, suppliers and staff working on behalf of Uncommon Good or specified client(s) when applicable.

**Key projects:** With its focus on project delivery and operations, this role will primarily work on specific, nominated projects or with specific clients each year as well as on the operational needs of Uncommon Good. Nominated projects will inevitably change and evolve, as Uncommon Good and its client base changes and evolves.

**What this looks like day to day:** Whilst work can vary, there are a number of ongoing areas of responsibility that will also feature in your day to day. These include:

- Management and secretariat support to client boards and committees, including but not necessarily limited to:
  - Liaison with committee chairs and board and committee members
  - Development of meeting agendas, minutes reports and briefing papers
  - Monitoring and completion of follow-up tasks and activities.
- Implementation of client and Uncommon Good communications strategies, including but not necessarily limited to:
  - Social media posts, predominantly on LinkedIn and Facebook
  - Website maintenance
  - Creation of written materials, including marketing materials and newsletters.
- Partner liaison, events and stakeholder communication, including but not necessarily limited to:
  - Partner communication, liaison and engagement around specific processes and projects
  - Events management and coordination
  - Management of relationships with other providers delivering services to us and our clients.

- Development and maintenance of organisational policies and procedures.
- Basic accounts management, including invoicing and account reconciliation.
- 'Email reception' services.

**ICT platforms:** A high level of familiarity and comfort with technology is essential to the role. We operate predominantly online and we manage our own IT, in consultation with the relevant helpdesk services when things go wrong but we are pretty much .. well, IT!

Uncommon Good uses the following in its daily operations and service provision:

- Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams, OneDrive, SharePoint)
- Canva
- Xero
- WordPress
- LinkedIn
- Facebook.

You don't need to have used all of these, but you do need to be comfortable picking up new skills to use them via on-the-job and web-based learning.

**Your skills and experience:**

- Experience working within a small organisation, ideally in the not-for-profit sector.
- Excellent written skills, with an ability to distil complex concepts into accessible information and advice.
- Extensive experience working with boards and/or committees, including in the development of agendas, meeting papers and minutes.
- Outstanding organisational skills and high-level attention to detail, capable of planning your time well and in advance to ensure what needs to get done gets done on time.
- 'Tech-savvy', with experience across the full suite of Microsoft software, capable of ICT problem-solving and with an ability to learn new software via a combination of hands-on and online learning.
- Self-directed, comfortable with working autonomously whilst proactively maintaining connection and communicating with colleagues and other stakeholders.
- Experience working with skilled volunteers and committee members.
- Experienced in the use of social media as a form of professional engagement and communication.

**Employment conditions:** Employment is under the Miscellaneous Award 2020.

Salary is paid above-award and indexed to CPI on 1 January, commencing in 2026, in accordance with the annual CPI indexation that we apply to client fees.



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**Special conditions:** The position incumbent must be available on Tuesdays and Wednesdays when key client meetings are scheduled. Most work can be completed within standard business hours, with the occasional meeting or event held outside of business hours.

The role is required to attend a number of face-to-face client meetings and events throughout the year, which are scheduled into the diary as coordinated by Uncommon Good. Meetings within Uncommon Good generally occur online, with the option for face-to-face meetings where preferred.

This is a remote working role, based in Adelaide and working from an approved home office. There is the option to work up to two days a week at Inparrila, where Uncommon Good has a membership. General office services, including meeting rooms and printing services, are also accessible via Uncommon Good's Inparrila membership.

Uncommon Good will provide a laptop with access to the necessary software exclusively for work use, and a monthly allowance to cover internet and phone where working from home applies. Travel will be reimbursed via the standard mileage rate published by the ATO.

Consistent with Uncommon Good's for-purpose focus, 50% of our annual profits are reinvested into nominated not-for-profit organisations through pro-bono support and direct donations. This position will have the option of directing \$1,500 in donations per annum to eligible DGR1 organisation(s) of their choice.

Uncommon Good is happy to consider approaches from candidates who run their own business and would prefer to work as an independent contractor.

**Non-compete clause:** In the event of their resignation from employment with Uncommon Good, employees will be restricted from accepting employment at any client organisation with which Uncommon Good has worked in the 12 months prior for a minimum of 12 months from the date of their departure from Uncommon Good's employment unless otherwise approved by Uncommon Good's Principal.

## Projects and Operations Advert

- Part-time role with flexible hours
- WFH and/or office-based options
- Two-year contract with the possibility of extension
- Small and nimble team in a for-purpose business
- Salary range \$85K-\$95K (pro-rata) + superannuation, or equivalent

We're looking for a part-time, purpose-driven Projects and Operations whiz, who enjoys working independently and loves to get things done. Could that be you?

Uncommon Good is a for-purpose consultancy based in Tarntanya (Adelaide). We work with philanthropic and not-for-profit organisations to deliver ongoing secretariat services and one-off projects. We have a vacancy in a part-time Projects and Operations role delivering support to Uncommon Good and its clients.

Are you the person we're searching for?

You are personable and professional. You combine high standards and a sound work ethic with an ability to move quickly where required.

You have outstanding written skills, with experience writing anything from short social media posts to extended formal briefings. You enjoy working independently and being relied upon in a small team environment, where what you do is critical to our success. You relish the challenge of doing new things, bringing your transferable skills to your work whilst always building on them.

This role is available from Monday, 5 January 2026 on a two-year contract, with the possibility of extension. The expected salary range is \$85K-\$95K (pro-rata) + superannuation, or equivalent independent contracting arrangements if preferred.

For more information about the role, contact Jennifer Duncan at [jennifer@uncommongood.com.au](mailto:jennifer@uncommongood.com.au) or on 0414 576 253.

To apply, please submit a written application comprising a cover letter that directly addresses the required skills and experience outlined in the Position Description, with a copy of your CV.

**Applications close at midnight on Sunday, 2 November. Shortlisted applicants will be notified by Friday, 7 November. Interviews will be held on 19 and 21 November.**