

Position Title	General Manager
Position Type	Full Time
Team	Senior Leadership Team
Location	81 Bridie's Lane, Lancefield, Victoria
Lead by	Edgar's Mission Board
Leads others	Yes - Edgar's Mission Team Members

About Us

Edgar's Mission is a world class, not-for-profit sanctuary for rescued farmed animals that seeks to create a humane and just world for humans and non-humans. Set on 153 peaceable acres situated just outside of Lancefield, the sanctuary is nestled in the tranquillity of the Macedon Ranges.

Edgar's Mission rescues and provides sanctuary to farmed animals in need, currently providing lifelong love and care to over 450 rescued animals. Through advocacy, and engaging with communities, we encourage people to expand their circle of compassion to include all animals.

Our Vision: A compassionate and just world for all

Our Mission is Kindness: We promote understanding and respect for farmed animals. We do this by offering them sanctuary and telling their stories.

The Team

The General Manager is a member of the Edgar's Mission Senior Leadership Team, who play a vital role in translating the Board's long term vision into actionable strategies and operational results

The Position

The General Manager is responsible for the overall leadership and management of the organisation. Reporting to the Board of Directors and working closely with the Sanctuary Founder/Mentor, the General Manager leads the strategy, operations, stakeholder engagement, financial management, governance and team culture.

The role works in partnership with the Board to deliver the organisation's mission, ensuring its accountability, reputation and impact. Both strategic and operational in its focus, the General Manager role requires a hands-on, values-based leader, who can both inspire the small, dedicated team and engage effectively with a broad range of stakeholders.

Key Stakeholders

- The Animal Residents of Edgar's Mission
- Edgar's Mission Board
- Edgar's Mission Senior Leadership team
- Edgar's Mission staff and volunteers
- Supporters and donors (existing and potential)
- Members of the public / visitors
- Media agencies
- External organisations / agencies / government bodies

Primary Responsibilities

Organisational Leadership:

- Drive the direction of EM in consultation with the Board of Directors
- Provide strategic, policy and risk management advice and recommendation to the Board to enable fulfillment of the EM vision
- Develop and implement strategic and operational business plans for EM in consultation with the Founder, the Board and the Senior Leadership team, setting goals for sustainable growth
- Provides organisational leadership to EM, so that it remains a financially strong, trusted and socially and environmentally progressive organisation

People Leadership:

- Positively model the EM values of kindness, authenticity, humility, collaboration and respect
- Lead a positive and inclusive workplace culture aligned with the organisation's mission and values
- Maintain a motivated, cohesive and results oriented Senior Leadership Team
- Build capability in leaders in both technical and non-technical areas of responsibility
- Work with leaders and teams to ensure continuous improvement and performance accountability
- Ensure that EM promotes and encourages transparent and consistent processes and communications

Operational Management:

- Oversee the day-to-day operations of the organisation, ensuring efficiency, effectiveness and alignment with EM's values, with the wellbeing of the animals at the centre of all operational decisions
- Ensure the sanctuary's infrastructure, housing and resources support high standards of animal care, health, safety and quality of life
- Identify and implement projects and initiatives in support of EM's vision including those that enhance animal care, sanctuary operations and long-term sustainability
- Manage operational matters including insurance, legal, WHS, licensing and compliance, ensuring all requirement relevant to animal well-being are met
- Manage project reporting and negotiation of contracts / agreements and existing capital works projects
- Coordinate and manage relevant external contractor, ensuring work is carried out safely and ethically as needed and from time to time
- Ensure the Board is kept fully informed of all relevant matters, including those that may have a material impact on EM activities, animal well-being and people, or that carry a risk

Financial and Legal Management:

- Ensure financial sustainability and transparency of EM operations
- Ensure EM is meeting its governance and legislative requirements
- Develop, monitor and maintain the EM budget and financial plans that support the effective operation and strategic direction of EM
- Develop and implement efficient financial and asset management plans to ensure that all funds, physical assets and other property of EM are appropriately safeguarded and administered.
- Investigate and where financially and operationally appropriate, seek and implement new services and service delivery models for a variety of funding sources
- Oversee the application of grants, philanthropic funding and corporate sponsors that are in alignment to EM's mission and vision
- Ensure the observance and compliance with all statutory and the legal obligations by EM

Stakeholder Engagement and Advocacy:

- Build and promote the EM brand through consistent values aligned messaging in all communications and actions
- Represent the organisation publicly as needed and advocate for its mission and cause
- Establish and maintain productive networks essential to EM
- Build and maintain relationships with internal and external stakeholders

Work, Health and Safety:

- Demonstrate work, health and safety leadership and commitment to working towards a zero-harm environment
- Actively model behaviours that enhance EM's safety culture
- Actively promote and abide by EM's WHS policies and procedures as amended from time to time
- Ensure all incidents, hazards and near misses are recorded within 24 hours, fully investigated and preventative measures implemented

Qualities

Alignment and Commitment:

- Alignment and commitment to the vision, objectives and values of Edgar's Mission and the ethical treatment of farmed animals

Technical Skillset

- Proven track record in strategic and operational planning and driving business growth
- Strong financial acumen with experience in budgeting and financial management
- Strong leadership skills with a proven ability to successfully lead organisational change, manage and motivate teams, promote the creative of positive workplace culture and develop a team of high performers
- Significant experience overseeing business operations as well as human resources, finance and marketing/communications

- Strong computer skills particularly with the Microsoft Office Suite, Adobe Suite, Cloud based applications
- Sound knowledge of EM's work within the animal advocacy sector, other key players and issues impacting farmed animals
- An understanding of the Federal and State political landscape as it relates to animal welfare

Strong Interpersonal and Communication Skills:

- Highly developed interpersonal and communication skills with proven ability to maintain effective working relationships
- Experience in building rapport and engaging with a wide variety of people, genuinely seeking to understand different perspectives to establish trust.
- Ability to work autonomously as well as collaboratively across the organisation.
- Demonstrated ability to confidently and effectively represent the organisation in public forums
- Ability to motivate and lead employees and to hold them accountable

Self Motivated, Proactive and Exceptional Time Management:

- Demonstrated ability to juggle multiple tasks at the same time using initiative to manage your own schedule, manage team workflow, work efficiently and deliver results to a high standard.
- Demonstrated experience balancing projects with emerging opportunities – successfully delivering quality results on time and on budget.
- Demonstrated resilience and adaptability to changing circumstances and complex challenges

Creative and Innovative:

- A strategic leader able to 'see the big picture' and execute the details. Creative thinking, resourcefulness with the ability to think laterally to solve problems effectively.
- Curious with a demonstrated commitment to lifelong learning and continuous improvement.

Qualifications and Experience

Essential:

- Qualifications in commerce, business, finance or related field or equivalent experience
- Experience as a General Manager or similar executive level position
- Experience in managing teams

Desirable:

- Post graduate qualifications in business or management (or towards the same)
- Experience in volunteer management
- Experience in cloud based payroll systems
- Familiarity with the unique operational and welfare considerations of a farmed animal sanctuary or animal care environment

Background, Licenses and Accreditations

Essential:

- Satisfactory result in National Police Check Record check
- Current employee Status Victorian Working with Children's Card (or ability to get one should applicant be successful)
- Australian citizen, Permanent Resident or holding an appropriate work visa
- Current Driver's License

Desirable:

- Current level 2 First Aid and CPR

Agreement and Acceptance

Individual Name	
Individual Signature	
Date	
Board Chair Name	
Board Chair Signature	
Date	

If we could live happy & healthy lives without harming others, why wouldn't we?