

Position Description - Operations Manager

Details

Title	Operations Manager
Location	Flexible / remote
Employment type	Part-time fixed term non-renewable contract, 12 month maximum (maternity leave backfill)
Hours	22.5 hours per week (0.6 FTE), negotiable
Salary	\$106,000 for 1.0 FTE (pro rated to 0.6 FTE), plus superannuation

Overview

The Operations Manager is responsible for the systems, processes and people practices that underpin all of Soils for Life's work. The role is responsible for compliance, leading HR policies and practices, overseeing the organisation's project management systems, and supporting logistics and planning of events. The role also provides support across the organisation as required, maintaining a keen eye for detail and quality control. The role works closely with the CEO on operational and organisational matters, and will supervise the Administration Officer.

We are looking for someone who instinctively asks how the pieces of our organisation fit together. The right person is someone who follows internal conversations across the team and notices details others miss, who is comfortable speaking up without being prompted, and who takes satisfaction in building order out of complexity. They are proactive and able to identify issues early and resolve them, rather than letting small problems grow into ones that take significant time and effort to resolve. The Operations Manager will not always know the answer; what matters is the willingness to work it out, to take the initiative and find a fix. In a small organisation delivering across multiple programs and states, sound operational systems are what make the work possible, and this role owns them.

This is a 12-month maternity leave backfill on a non-renewable contract, with a shorter term possible if preferred. The preferred start is November 2026, so that the successful applicant can work alongside the current Operations Manager before she commences leave. Because this is a fixed-term backfill, the priority is continuity. The successful applicant will take on established systems and keep them running well, while bringing their own eye for improvement where it counts.

This position is fully remote, with the option to work from anywhere in Australia. Occasional travel will be required up to 3 times over the year for our flagship event and team retreats.

Tasks

- **Operational leadership**
 - Lead the maintenance, implementation and improvement of organisational procedures and policies.
 - Apply a systems mindset to how the organisation works: map how processes connect, identify duplication, gaps and bottlenecks, and support workflows so they are logical, documented and easy for the team to follow.
 - Oversee day-to-day administrative functions and internal systems, including travel processes, internal communications (e.g. Slack), file management, CRM and bookkeeping, supported by the Administration Officer.
 - Lead continuous improvement efforts to enhance organisational efficiency and effectiveness.
- **Project management and systems**
 - Continue to build, configure and maintain the organisation's Monday.com environment, including boards, workflows, automations, dashboards, integrations and reusable templates to support staff in adopting the software as the organisation's CRM and central project management tool.
 - Train and support staff to use Monday.com consistently, and keep it current as programs, funding and reporting requirements change.
 - Support the CEO to maintain accurate and timely reporting to funders and the Board by keeping organisational and strategic target tracking data current and reliable.
- **Event planning and delivery**
 - Support the planning and delivery of Soils for Life's tri-yearly flagship event, the Soil Stewardship Summit (April 2027), and at least one all-staff retreat, keeping a keen eye on functionality, flow and feasibility.
 - Oversee event logistics including venues, catering, travel and accommodation, ticketing, contractors and suppliers, budgets, run sheets and risk assessments, supported by the Administration Officer.
 - Coordinate staff, volunteers and contractors on the day so that roles, timings and contingencies are clear.
 - Capture learnings after each event and improve event templates, checklists and systems.
- **Human resources**
 - Oversee recruitment, onboarding and HR processes, if needed, with support from the Administration Officer.
 - Ensure all licensing, insurance, registrations and staff policies are current and compliant, including fundraising licenses and workers compensation &

business insurances, and seeking expert advice around compliance when required.

- Support a positive and collaborative workplace culture by working with the team to identify and implement strategies for working together more effectively and improving the team culture, wellbeing and environment.
- Directly manage one employee, the Administration Officer.
- **Other duties** as required by the CEO, including project support as needed.

Selection criteria

Essential skills and experience

- Exceptional attention to detail, with a track record of picking up errors, inconsistencies and gaps before they become problems.
- A systems and process mindset: you naturally think about how work flows through an organisation and how to make it simpler and more reliable.
- Strong problem-solving skills and the initiative to work out unfamiliar problems independently, including researching options and knowing when to seek advice.
- Demonstrated experience planning and delivering large events end to end, including logistics, budgets and risk.
- Advanced Monday.com skills, including building and maintaining boards, automations, dashboards and integrations from scratch.
- Strong project management skills across planning, scheduling, budgeting, risk and reporting.
- Experience overseeing finance, HR and compliance functions in a small organisation.
- Experience analysing data using MS Excel spreadsheets or Google Sheets, and familiarity with AI software, Google Drive and Slack.
- Clear, plain-language written and verbal communication.
- Ability to manage competing priorities and work independently.

Desired skills and experience

- Experience in the not-for-profit or agriculture sector.
- Familiarity with tools such as Xero, Slack, Humanitix and Google Workspace.
- Experience supervising staff.

About Soils for Life

Soils for Life is an independent, non-profit organisation that works to inspire and support a critical mass of Australian farmers and producers to adopt approaches to agriculture that regenerate soils and landscapes.

We are an energetic and passionate team of soil scientists, agroecologists, researchers, and communications and engagement specialists.

Since our founding, we've helped to put soil on the national agenda, and driven the growing movement towards regenerative approaches to agriculture. We are now turning our attention to supporting the next wave of Australian farmers to regenerate the nation's precious soils and landscapes.

How to apply

If this opportunity aligns with your skills and passion, we'd love to hear from you! Submit your application by providing your details and relevant documents via the form below.

[Apply Now](#)

Applications close on **Sunday 4 October at 10pm AEDT.**

For any questions, please contact us at careers@soilsforlife.org.au.