

# Be part of a global leadership initiative for women in

## STEMM

### Position description

Position:	Operations Manager	Direct Reports:	Administrative Assistant, Program Coordinator, Communications Manager, External Bookkeeper
Remuneration:	\$100,000 excluding Superannuation	Classification:	Full time – Contract (3 years)
Reporting to:	Chief Executive Officer		

### POSITION DESCRIPTION

#### Position purpose

The Operations Manager will provide inspired leadership and increase the productivity and efficiency of this young not-for-profit organisation. The role manages overall operations and is responsible for the effective and successful management of the organisation's financial and human resource management systems.

This leadership role will identify and implement strategies which positions Homeward Bound for growth and stability aligned with the future direction of the organisation

Together with the CEO the Operations Manager will create structures for a cohesive and effective working relationship which sets a positive workplace culture and frameworks to meet operational and strategic outcomes for the organisation.

Two key collaboration projects which will be driven by the CEO with support from the Operations Manager are:

1. the development of a learning management system (LMS) to deliver our online program and
2. A global, online alumnae engagement platform to increase alumnae collaboration.

#### Organisation overview

Homeward Bound is a global leadership initiative for women in the fields of science, technology, engineering, mathematics, and medicine (STEMM), delivering a high-quality online leadership program with the potential for an intensive face-to-face leadership experience when equitable for all participants. In the first four years of the program, this has involved a voyage to Antarctica for annual participants and faculty.

Beginning as a social enterprise in 2014, Homeward Bound is now a not-for-profit organisation registered with the Australian Charities and Not-for-Profit

Commission (ACNC). Homeward Bound has grown and evolved organically in response to experience, feedback, changing needs and the ideas of committed stakeholders.

#### Person specification

Homeward Bound welcomes interest in this role from people of diverse cultural heritage, and in particular, people from First Nations communities are encouraged to consider this opportunity.

#### Key responsibilities

- The position will ensure that all internal and external accountabilities relating to the organisation's finances are met in a timely way and of a high standard.
- Provide financial advice and analysis to the Board of Directors and CEO on all strategic and operational aspects of financial management for the organisation.
- Lead and facilitate global intensive experiences for program participants
- Manage the relationship with external auditors and banks ensuring that Homeward Bound meets all requirements for annual financial statements.
- Ensure an appropriate internal control framework supported by relevant financial and risk management policies including organisational compliance to the Homeward Bound Delegations Policy.
- Manage the provision of cashflow, payroll and salary packaging services for Homeward Bound employees
- Build the Homeward Bound culture and engagement of our people through effective people leadership and management at both the team and individual level.
- Oversee human resource management processes and procedures recruitment and salary structuring

including PDs, contract development working with external resources.

- Ensure a collaborative and productive working relationship between core Homeward Bound team through the creation of a supportive workplace and culture and adequate resources
- Work with the operational team to ensure appropriate delegation of tasks, management of deliverables and relationship/requirements of Homeward Bound stakeholders

#### **Program Delivery Support – Online Learning**

---

- Support the program faculty team (faculty ensuring appropriate delegation of tasks, and resolution of any operational/ programmatic obstacles.
- Forward-planning of key components of program delivery, oversight of key program milestones and deliverables, ensuring they are on track.
- Research and scope a learning management system (LMS) and alumnae collaboration platform
- Management of project management platforms, methods and processes, and internal capabilities to ensure high quality program delivery.
- Support the administrative staff with participant queries regarding contracts, payments, issues management

#### **Program Delivery Support – Intensive Experience**

---

- Assist in conversations with voyage/travel providers
- Analyse income and participant data and provide financial forecasts
- Drive project timelines

#### **Governance**

---

- work with the Board Secretary (Admin Assistant) and act as the key point of contact for the Board Chair; scheduling of Board meetings (general meetings, special meetings, AGM); preparation of Board agendas, reports, circular resolutions, minutes
- Develop and manage Board induction information and processes
- Manage insurance and legal requirements
- Research, develop and oversight of policies and procedures
- Ensure all corporate reporting requirements (including, but not limited to, ACNC, ATO, Workcover, superannuation) are met fully and on time.

#### **Knowledge and skills**

---

- Understanding of and commitment to improving the leadership challenges facing women with a STEMM background.
- Confident in decision making, accountable
- Confidence in public speaking/public engagement
- Able to quickly understand and respond to quickly evolving business situations
- Proactive in pursuing outcomes
- Able and willing to manage multiple tasks within a complex global initiative, diverse requirements and stakeholder environment
- Technologically savvy
- Flexibility
- Collaborative, kind and conscientious
- Good balance of people and task
- Open to feedback

#### **Qualifications and Experience**

---

- Finance/accounting or economics undergraduate degree,
- Human resource management experience and/or undergraduate degree
- Minimum 5 years' experience in a senior leadership role within a not-for-profit, social-enterprise, membership or similar organisation; ideally one in which engagement/management of volunteer contributors has been integral
- Significant leadership experience with the capacity to offer high-level strategic management and operational advice
- Demonstrated ability to collate and synthesize financial data for reporting
- Developing and managing budgets and building financial scenarios
- Experience working with Xero or other accounting software
- Experience working closely with a Board of Directors
- Experience in project management and establishing operational systems
- Demonstrated ability to engage effectively with internal and external stakeholders
- Demonstrated ability to plan and prioritise

#### **Further considerations**

- Additional languages skills beneficial (Spanish an advantage)