



Position title: General Manager
Location: Naarm / Melbourne
Status: 0.8 FTE (4 days per week)
Salary: \$138,000 Pro Rata + Super
Start date: April 2024

Reporting structure:



Organisational Purpose:

***WE'RE AN ANTI-BULLYING ORGANISATION
THAT EMPOWERS YOUNG PEOPLE TO STAND UP
AND LEAD CHANGE IN SCHOOL AND BEYOND***

Our Guiding Principles:

***YOUNG PEOPLE AT THE CENTRE
UNLEARN PREJUDICE
NEVER PERFECT, ALWAYS STRIVING
UNCONDITIONAL POSITIVE REGARD***

***WORK HARD WITH KIND HEARTS
WE RUN OUR OWN RACE
IF IT'S BROKEN, FIX IT
BUILD AUTHENTIC RELATIONSHIPS***

Role purpose

As the visionary leader at PROJECT ROCKIT, the General Manager excels at aligning leadership, strategy, people management, and finance to achieve our organisational goals and key results. They foster authentic leadership, drive a vibrant culture, and manage day-to-day operations with agility. Serving as a crucial link between the Leadership Team and the CEO, they oversee team growth, organisational and team policies, and contribute to financial stewardship. With an unwavering commitment to inclusivity and a deep understanding of the school sector, the General Manager actively shapes PROJECT ROCKIT's impact and success, steering the organisation towards a positive future for young lives.

Core Responsibilities

Strategy

- Develop, implement and monitor organisation-wide operational plans and targets in alignment with PROJECT ROCKIT's strategic plan.
- Ensure that strategies and operational plans developed within teams align with organisation-wide plans.
- Assist CEO with assessment of organisational risks and implement appropriate risk management strategies.

Operational Delivery

- Convene and manage Leadership Team (see direct reports) on a day-to-day basis to deliver business and operational objectives and serve as touchpoint between Leadership Team and CEO.
- Regularly monitor day-to-day operations, providing advice and guidance to your direct reports as required.
- Ensure all employees understand and follow policies and procedures that relate to operational practice.
- Ensure regulatory compliance and adherence to professional standards, safeguarding service continuity, positioning our organisation for safety, and preserving our capacity to carry out our work effectively.

People Leadership

- Lead and maintain a high trust, inclusive, cohesive and high performing workplace culture that reflects PROJECT ROCKIT's values, vision and guiding principles.
- Manage direct reports, providing regular coaching and performance feedback and promptly addressing any concerns.
- Develop team wide systems and structures for individual goal setting, performance reviews and feedback.
- Oversee and guide performance, and support the professional growth and training initiatives for all team members.
- Promote cross-functional collaboration and knowledge among team members that will improve operational delivery and performance.
- Oversee the conduct and professionalism of all staff, promptly addressing any instances of inappropriate behaviour and fostering a workplace that is conducive to high performance.
- Assess ongoing staffing needs and develop workforce planning to meet PROJECT ROCKIT's operational objectives and report to CEO on key results.
- Guide the recruitment and onboarding process as required, ensuring the team recruits individuals with the necessary skills and capability.

Core Responsibilities (continued)

- Financial Management*
- Support the CEO to oversee the financial performance of the organisation including business development, setting and monitoring revenue targets, resourcing budgets, overseeing department budgets, and implementing and monitoring objectives and key results.
 - Be accountable for commercial school revenue targets and associated budgets to ensure organisational sustainability.
 - Facilitate the coordination of successful grant applications and partnership projects to sustain and expand these initiatives.
 - Manage payroll processes, ensuring accurate and timely disbursement of salaries, and oversee leave administration to facilitate a smooth and compliant system for employee absences.

- Policies & Procedures*
- Collaborate with HR support to develop and implement organisational policies and procedures, ensuring staff literacy and adherence.
 - Oversee and enhance daily business operations and systems, prioritising the establishment of consistent processes, practices and policies across the organisation.
 - Implement improved systems through engagement and collaboration with key stakeholders.

- Reporting*
- Provide regular reports to the CEO, detailing progress against financial targets, staff performance, and other operational objectives.
 - Provide updates to relevant stakeholders ensuring they are updated and informed as required.

- Continuous Improvement*
- Actively gather feedback from key stakeholders in order to improve operational delivery and programs and act on feedback received by implementing areas of improvement.
 - Actively identify ways of streamlining processes and systems.

- External Relationships*
- Serve as the acting representative of the CEO in their absence, responsible for leadership decisions and maintaining continuity as directed by the CEO.
 - Proactively build strategic external relationships, cultivating collaboration with stakeholders to enhance PROJECT ROCKIT's success and awareness.

- Shared Team Agreement*
- Role model PROJECT ROCKIT's guiding principles and an eagerness to authentically engage with our organisational impact.
 - Contribute to a culture where every team member is valued and recognised for their diverse skill sets.
 - Maintain a reliable, punctual, organised and thorough approach to delivering on all responsibilities.

Key Selection Criteria (Experience, Knowledge and Qualifications)

Essential:

1. Tertiary qualifications in business or nonprofit management, people management, or a closely related field.
2. 5+ years' experience in management roles and experience leading, developing and motivating young and diverse teams.
3. Sound knowledge of the education sector, including awareness of school regulations, challenges, and evolving trends.
4. Experience developing and delivering on strategic objectives – translating strategy into clear operational outputs.
5. Knowledge of the employment legislative framework, such as Fair Work and the Awards.
6. Demonstrated experience in compliance management, change management, risk management and policy management frameworks, business processes and systems.
7. Proven ability to plan, develop and manage budgets and achieve commercial revenue goals.
8. Financial acumen to oversee business planning, development, resourcing and reporting .
9. Experience in process improvement, data analysis, and implementing operational strategies.
10. Visionary leadership and communication skills to connect sensitively with people from a range of lived and professional experience, guiding them to achieve organisational goals.
11. Flexibility and adaptability to navigate a dynamic and fast paced environment.
12. Exceptional stakeholder management skills within Government, community, corporate and education sectors.
13. Personal commitment to learning and self-growth on matters of diversity, equity and inclusion.

Ideal:

1. Robust literacy of Australian workplace legislation.
2. Experience using Hubspot as a CRM.

Financial Accountability

Within scope of organisational budget.

Decision Making Authority

Able to make decisions within scope of role and organisational budget allocation. Any decisions relating to expenditure outside of budget will require additional consultation with the CEO.



PROJECT ROCKIT HQ is located on the lands of the Wurundjeri People of the Kulin Nation. We pay our respects to Elders past and present, and recognise their continuing connection to land, waters and culture.

Key Measures

- Achieve strategic goals through delivery of effective operational plans, ensuring seamless daily business operations, efficiency and high performance.
- Oversee the whole staff, including resourcing and recruitment, performance and development, to ensure cohesive teamwork and organisational success.
- Ensure financial viability through effective management of revenue targets and budgets to drive the overall financial health of the organisation.
- Lead a vibrant and inclusive organisational culture that is reflective of PROJECT ROCKIT's social purpose and values.

How to apply

Email your application to leadership@projectrockit.com.au by the closing date of March 11th. Your application should include:

- A cover letter
- A copy of your CV, including two references (preferably recent managers)
- Your responses to the Key Selection Criteria

Please feel free to reach out with any questions and let us know if we can provide any additional assistance throughout the application process to help you put your strongest application forward.

NOTE: It is an offence under the Child Protection (Prohibited Employment) Act 2005 for a person convicted of a serious sex offence to apply for this position. Any offer of employment at PROJECT ROCKIT is subject to a satisfactory Working with Children Check and police records check.

PROJECT ROCKIT IS COMMITTED TO FOSTERING A RESPECTFUL AND INCLUSIVE WORKPLACE. WE STRONGLY ENCOURAGE APPLICATIONS FROM CANDIDATES WHO IDENTIFY AS CULTURALLY AND LINGUISTICALLY DIVERSE, BIPOC, NEURODIVERSE AND/OR DISABLED, AND/OR LGTBQIA+. WE SUPPORT FLEXIBLE WORKING ARRANGEMENTS AND MAKING ADJUSTMENTS WHERE NEEDED.