



Title	General Manager - Melbourne
Reports to	CEO
Location	Melbourne
Start Date	March/April 2024
Type	Part Time (0.6 FTE)

OVERVIEW OF STAND UP:

Purpose

As Jews we have a responsibility to improve our world. Stand Up exists to channel the collective energy, expertise and compassion of the Australian Jewish community to grasp and fulfill this responsibility.

Vision

Australian Jews realising a just Australia where everyone has the opportunity to thrive – unconstrained by attitudes and systems that entrench disadvantage.

Mission

Inspiring and mobilising the Australian Jewish community and working together with marginalised communities to tackle Australia's most pressing social challenges through action and education.

THE ROLE:

This is an exciting opportunity to join the leadership team of Stand Up and help shape policy, strategy and direction. If you are someone that is motivated and passionate about making a difference in the world - this job is for you!

Overview

- Supporting the CEO of Stand Up, the GM will be responsible for managing staff, finance, operations, compliance, general administration and streamlining of processes and policies for the organisation.
- The GM will form a key part of the Stand Up leadership team, together with the CEO, Sydney GM and Manager of Education Programs
- The GM will also make a strategic contribution to the development of the organisation, providing a frank and robust sounding board for the CEO.

Key responsibilities - This role is responsible for:

- Management of direct reports including weekly check-ins, KPI management and review
- Strategic management
 - Operations plan review and implementation
 - Impact framework measurement and reporting
- Organisational administration and compliance
 - Policy administration
 - Process management
 - Compliance with managing bodies and authorities, including assisting with all reporting requirements
- Financial management - under the guidance and support of accountants, bookkeepers and the Finance Subcommittee:
 - Creating and managing budget
 - Oversee and approve a fortnightly payroll
 - Where required, assisting Treasurer with financial reporting and presentations to the Stand Up Board
 - Managing accounts payable and receivable
 - Oversee Tax reporting
 - Managing Audit process
 - Provide ad hoc financial information to the CEO, staff & board

THE IDEAL CANDIDATE

Essential:

- The GM will have a well-rounded commercial operational skill set.
- Highly organised and detail-focused with a strong process orientation
- Ability to toggle between details and a broader strategic outlook
- Process improvement: an eye for where processes can be made more efficient.
- Strong sense of social justice and empathy, and alignment with Stand Up's values and ethics
- Ability to generate, articulate and debate initiatives in a robust but respectful manner
- Astute with general financial management such as managing cashflow, budgeting, and commercial agreements
- Ability to review and understand financial statements for decision making
- Ability to manage staff in a respectful and collaborative manner

- Experience in compliance management e.g. Stand Up's rights and responsibilities regarding volunteer safety, Working With Children checks, ensuring adequate insurance coverage for all proposed activities, etc.
- High quality written communication skills

Advantageous:

- Previous experience in a coordination, management or governance within an NFP
- Experience, understanding of and engagement with the Jewish community
- Strategic finance experience, particularly within the non-profit space (i.e. understanding of NFP financial obligations and operations)
- Knowledge management experience e.g. design, development and implementation of databases

Personal attributes:

- Understanding of and commitment to Stand Up's development philosophy, principles and objectives.
- Personable, entrepreneurial spirit, problem solver
- Patience and tolerance for other perspectives
- An appreciation for the historical and contemporary Jewish thought on chessed, tzedakah and tikkun olam.

Incentives:

- Experience in a for-purpose environment, and the opportunity to make a genuine impact alongside like minded people
- Salary Sacrifice available
- The chance to work with a passionate team who are committed to social justice and Tikkun Olam
- Professional development opportunities through our staff and programs

To apply: Please send a copy of your CV and cover letter to admin@standup.org.au

Closing date: Friday, 8 March 2024