



# Together for Humanity

<b>Position title:</b>	General Manager (GM)
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Employment Type:</b>	Full time – initial 2-year contract with possibility of renewal
<b>Location:</b>	This position is based in Sydney, Australia, and will require work from the national office, as well as some from home. Interstate travel is a requirement of this role.

## About Together for Humanity

Together For Humanity (TFH)'s **vision** is of an Australia where racism and prejudice have been eliminated, and every young person feels they belong.

**Our Mission** is to foster Australian school students' interfaith and intercultural understanding, and in doing so, bring communities together.

Since 2002, we have been providing educational services for students, teachers, and school communities. We deliver cross-cultural and/or inter-faith experiential learning workshops, presentations and support projects within school settings. We collaborate with schools and other organisations to foster goodwill between people of different backgrounds, faiths and cultures.

In the past three years, TFH has grown significantly and is now operating with staff located in four states and with partners across Australia. We have plans for steady growth into the future.

## The role of General Manager (GM)

The General Manager (GM) will lead TFH operations. Working closely with the CEO and Leadership Team, the GM will ensure the successful delivery of our strategic plan and goals, strengthen effectiveness and efficiency, and manage key staff. This role is critical in scaling the organisation's impact and ensuring sustainable growth through strong systems, processes, and people leadership. The GM will help develop and maintain a positive and collaborative work culture with people from various backgrounds and beliefs and lead HR processes.

In addition, the GM will support external relationships, and fundraising efforts. Imperative to this role is the ability to manage issues sensitively and with care; including working effectively with internal and external stakeholders with an emphasis on the value of diversity. The GM will lead development of TFH's collaboration/partnerships with aligned organisations and stakeholders.

## **Position Responsibilities:**

### **Operational and Administrative Leadership**

- Oversee day-to-day operations to ensure alignment with Together for Humanity's mission, strategy, policies, procedures and performance goals
- Support the consistent use and organisation of internal data systems in shared drives and with our CRM
- Develop, improve and record operational procedures, policies and standards to ensure efficiency and accountability across the organisation.

### **Management, Leadership and Strategic Planning**

- Collaborate with key staff in project and program management to support planning, monitoring, implementation, evaluation and the continuous improvement of initiatives.
- Collaborate with key staff to track the implementation of strategic plans and commitments with regular reporting to the Board (through the CEO)
- Ensure support and resourcing for the implementation of our Reconciliation Action Plan
- Provide leadership, and support to the broader team responsible for administration, marketing, communications and fundraising, contractors, and volunteers
- Contribute regularly to the Leadership Team and work closely with the CEO to ensure new initiatives are focused on Together for Humanity's strategic goals, mission and vision

### **People and Culture**

- Foster a collaborative, inclusive, and motivated organisational culture that embeds the Together for Humanity's values throughout all aspects of work
- Manage HR support, recruitment, onboarding, strategic objective setting and performance reviews in collaboration with supervisors
- Support professional learning and development programs for staff
- Ensure all organisational policies are reviewed, updated regularly and shared with staff, providing training and support where necessary

### **Financial Management, Governance and Compliance**

- Support the CEO, Education Manager and finance staff in developing budgets and forecasts with regular tracking and reporting
- Ensure financial approval processes outlined in the Delegation of Authority policy are followed by relevant staff
- Contribute to financial projections, ensuring sufficient resourcing of strategic initiatives

### **Stakeholder Engagement and Partnerships**

- Build strong relationships and work collaboratively with the staff, the Board, and other stakeholders pivotal to Together for Humanity operations
- Facilitate information sharing and exchange amongst key stakeholders, the Board and staff to establish common understanding and commitment to goals and objectives
- Support, develop, design and monitor collaboration with partners to ensure effective timely communication, expectations, and implementation aligned to strategy and mission.
- Represent Together for Humanity externally with stakeholders at relevant meetings and events

### **Champions the values of TFH**

- **Respect** that shows empathy, compassion and inherent dignity for all human beings

- **Commitment** to achieving work goals and deliverables
- **Belonging and Acceptance** - a willingness to work and communicate in a mutually respectful way with our diverse team of staff, presenters, volunteers and stakeholders
- **Curiosity and Learning** – be a collaborative, team player who is willing to learn within a diverse team and modes of operation
- **Responsibility** - be ethical, professional and act with integrity and accountability.
- Actively demonstrate **professionalism** and be a role model viewed by others as a leader within the organisation, highly trustworthy and credible

### Other accountabilities

- Attend and facilitate organisational meetings and training as required
- Prepare, provide information and attend relevant board and committee meetings
- Attend education activities to understand the scope, impact and use of methodologies in Together for Humanity's programs
- Assist with TFH's fundraising efforts as part of a team and support grant writing in collaboration with the Head of Fundraising
- Support marketing and communication projects relevant to the role in collaboration with the Head of Communications

### Essential Requirements

- Tertiary qualifications in business, nonprofit management, education, or a related field with minimum 5 years' professional experience in leadership roles
- Proven experience in a senior operational leadership role, preferably within a not-for-profit or social impact organisation
- Demonstrated agile and flexible leadership style; can strongly lead by example and provide clear expectations and direction for team members
- Ability to make insightful, timely decisions in line with strategic direction
- Exemplary interpersonal/soft skills to support a rapidly changing, complex environment
- Conflict resolution skills working in a complex, often fast-paced environment
- Demonstrated high level communication and literacy skills with the ability to effectively engage and communicate with a variety of stakeholders
- Financial literacy with experience in budgeting and resource management.
- Excellent reporting capabilities.
- Relevant IT technical skills and knowledge of Google Suite, cloud-based video conferencing e.g., ZOOM, Customer Relationship Management (CRM) System, project management and database platforms
- Relevant Police and/or Working with Children clearances and Driver's Licence

### Desirable

- Experience in the education, intercultural relations or community development sector with current networks relevant to this role
- Knowledge of Australian philanthropy, government funding, and/or education systems and or grant writing experience.

### To apply

Please send your CV and a letter outlining your ability to meet the requirements of the role requirements and responsibilities to [info@togetherforhumanity.org.au](mailto:info@togetherforhumanity.org.au)

To enquire about the role, please contact Together For Humanity on 0419 279 750