

## **Renew Australia General Manager**

### **Job Description**

This is a full time position based in Melbourne. This position reports to the CEO of Renew Initiatives Australia Ltd (Renew Australia) and through him to the board.

Renew Australia's General Manager is the key full-time staff member who will be responsible for the organisation's administration and day to day operations. The General Manager will ensure the successful functioning of the office, the management of schedules and the smooth functioning of the team.

Renew Australia is a new organisation so the General Manager will play a key role in setting it up. The GM will have primary responsibility for finances, payroll, administration (although may use a specialist service such as bookkeeper) and for reporting to the board on financial and other matters. The General Manager will ensure bills get paid, invoices get sent, debtors are managed, training material is updated, etc. and that Renew Australia meets all its legal and statutory obligations.

Along with the CEO, the General Manager will be responsible for ensuring that Renew Australia meets its financial and other targets. Along with the CEO the General Manager will have a business development role, overseeing the development of training packages and consultancy services and the successful management and marketing of those services as well as negotiating conditions and contracts.

### **Key accountabilities**

- Provide strategic advice to, and accept direction from, the CEO and the Board.
- Review and maintain the Business Plan; meet revenue and expense budgets.
- Identify staffing needs and secure staff/contractors/volunteers as authorised by the CEO and within expense budget.
- Identify external expertise needed and engage service providers as authorised by the CEO and within expense budget.
- Establish operational policies and processes to ensure compliance with legal obligations, e.g. Health Safety & Environment, taxation/GST, charitable status of the organisation, filing company annual returns, etc.
- Delegate duties as appropriate and supervise staff, contractors, volunteers, and external service providers.
- Ensure compliance with operational policies.
- Prepare regular financial reports for CEO.
- Prepare quarterly financial and operational report for Board.

### **Selection Criteria**

#### **Required**

- Strong financial, IT and business management skills
- Strong project management skills, ability to work unsupervised.
- Experience in or understanding of the development and marketing of training and consultancy services to business and government
- Demonstrated experience leading a team, contractors and volunteers
- Excellent verbal and written communication and outstanding interpersonal skills, including negotiation and liaison skills

- Ability to multi-task, deliver to budgets and deadlines and work with changing priorities

### **Desirable**

- An understanding of social enterprise
- Understanding of the needs and dynamics of small-scale creative businesses and initiatives
- A background or interest in arts, urban renewal, revitalisation, or other field relevant to the activities of Renew Australia

### **About Renew Australia**

*Renew Australia* is a new national social enterprise designed to catalyse community renewal, economic development, the arts and creative industries across Australia. Renew Australia works with communities and property owners to take otherwise empty shops, offices, commercial and public buildings and use them available to incubate short-term use by artists, creative projects and community initiatives.

*Renew Australia* is based on the intellectual property, experience, and case study pioneered by [Renew Newcastle](#). In 2008 Renew Newcastle was established as a low cost, low budget DIY urban renewal scheme that has proved highly successful and generated significant media and community interest locally, nationally and internationally. Through a simple strategy based on the temporary and low cost creative activation of some of the more than 150 empty buildings in the Newcastle CBD significant parts of Newcastle have been transformed. Less than two years later as the direct result of Renew Newcastle's activities more than 70 new businesses and initiatives had been seeded and Newcastle was hailed by *Lonely Planet* as one of the top 10 cities in the world to visit in 2011 due to the exciting, eclectic creative community that had been seeded there.

*Renew Initiatives Australia Limited* is a not for profit company limited by guarantee that trades as a social enterprise. It will provide fee-for-service based training, consultancy, research and other services to councils, state and federal government, economic development professionals, developers and property owners. Revenue made from this will allow Renew Australia to meet operational expenses and to subsidise services and offer seed funding and support for artists and community groups, and to offer free and subsidised training for community builders.

As a start-up company, initially there will only be two employees, the General Manager and the CEO, reporting to an Advisory Board. The CEO will initially develop materials and conduct training. Consultants and additional trainers will be engaged as required to meet demand, it is expected that these positions will initially be contractors however if there is sustainable demand some permanent employees may be engaged.

### **Salary range**

\$60-65,000 p.a. (including super). As Renew Australia is a new organisation there is potential for growth of the role and the salary with the growth of the organisation.

Applications and queries via email to: [jobs@renewaustralia.org](mailto:jobs@renewaustralia.org)

Applications close **Monday 26<sup>th</sup> September, 2011**.