



## **Position Vacant MANAGER**

ErinEarth is a sustainable living education complex, consisting of a house and garden, situated in the heart of the city of Wagga Wagga. Set on half a hectare of land, ErinEarth runs educational programs for schools and members of the community that focus on encouraging the protection and enhancement of the natural environment, minimising energy consumption and water use, and supporting a lifestyle that sustains the whole person and strengthens community bonds.

Reporting to the Chair of the ErinEarth Board, the Manager of ErinEarth will work in partnership with staff, volunteers, Board members and partner organisations to drive the delivery of all community outreach programs. As Manager, you will be a strong facilitator and networker, with an ability to welcome and encourage schools, friends and the local community of ErinEarth to continue to deliver and participate in these programs.

The Manager of ErinEarth will possess the following knowledge, experience and qualifications:

- Demonstrated commitment to ErinEarth's values of sustainability, spirituality, social justice, and reconciliation with First Nations People, and experience working in these or related fields
- Demonstrated ability to lead the implementation of a Strategic Plan
- Demonstrated ability to work with volunteers, and a capacity to maintain and build a volunteer network
- Demonstrated leadership and management skills, and a capacity to be a 'hands-on' leader in a small organisation
- Demonstrated experience in organisational administration, day to day running of organisations (including maintenance and improvements), supervision of staff and meeting compliance reporting requirements
- Commitment to Work Health and Safety principles and procedures, and to principles of and procedures of Equal Employment Opportunity
- Comfortable working in an environment that upholds the ErinEarth heritage of the Presentation Sisters.
- Tertiary qualifications in a field related to the work of ErinEarth or equivalent experience
- A current NSW driver's licence, Working With Children clearance, double COVID vaccination status

For a copy of the position description, current Strategic Plan and general information, please visit our web site [www.erinearth.org.au](http://www.erinearth.org.au)

Applications must include:

- Cover Letter
- Statement (of no more than 2 pages) which addresses each of the above Key Requirements, and
- Resume
- Contact details of two referees

and sent to [board@erinearth.org.au](mailto:board@erinearth.org.au)

Applications close on Wednesday 17 November