

POSITION DESCRIPTION November 2021

ERINEARTH MANAGER



Position Title: ErinEarth Manager

Accountable to: Chair, ErinEarth Board

Location: ErinEarth 1 Kildare Street, Wagga Wagga NSW

Working Hours per week: 37.5 hours p.w.

Salary: to be negotiated: in the order of \$80K - \$100K

ErinEarth is both a place and an organisation and the Manager is expected to have an understanding and commitment to the values of ErinEarth as expressed in the ErinEarth Strategic Plan 2021 - 2024.

As a networked organisation ErinEarth is part of a broader community and depends on volunteers, Board members and partner organisations for the delivery of its programs. As such the Manager is required to work as a facilitator and networker, welcoming and encouraging ErinEarth's friends and partners to continue to deliver and participate in ErinEarth's programs.

ErinEarth is a small not-for-profit organisation. The Manager is responsible for the day-to-day running of ErinEarth and needs to be comfortable in a 'hands-on' collaborative environment where everyone does whatever needs to be done irrespective of the nature of the task at hand.

ROLE DESCRIPTION

1. Implementation and evaluation of the ErinEarth **Strategic Plan** in collaboration with the Board, staff, subcommittees, working groups and volunteers.
2. Ensure plans and work programs are maintained to improve the gardens and to document and demonstrate **sustainable urban living**. This includes:
 - Support of the Garden Manager
 - Collaborative development of an Organisational Sustainability Plan
 - Project planning and management of grant funded site projects.
3. Effective delivery of the **school education programs** including the support of the Education Officer to ensure that ErinEarth education programs are meeting the needs of the organisation, schools, and the community.
4. Coordination of **community outreach programs** that include presentations, workshops, open days and fundraising events.
5. Effective **volunteer** coordination and recruitment.
6. **Promotion** of ErinEarth's philosophy through advocacy and engagement in local networks.
7. Establishment of **partnerships** with business, community groups, industry, and local government in collaboration with the Board.
8. Coordination of **communication strategies** that include:
 - Newsletters, Social media and website
9. **Finance and business administration** to ensure compliant staff management, finance, administration, office management and IT support that includes:

- Liaising with EE Finance Officer to monitoring and assist with development of annual budgets.
- Reviewing operational models, roles and responsibilities
- Staff wellbeing and HR administration
- Professional development
- IT administration
- Annual reporting in collaboration with the Board
- General administration and office management

10. Day to day running of the organisation that includes:

- Effective management and oversight of staff, programs and resources
- Policy and procedure review and development
- WHS implementation
- Managing all site infrastructure and planned and emergency works.