



POSITION DESCRIPTION

Position: Business Manager (Part Time)

Reporting to: Executive Officer

Date: March 2024

Wild At Heart Community Arts

Wild At Heart (WAH) is a driving force for people who experience injustice and exclusion due to any form of disability or diversity to tell their stories through original music and lead change for their full participation in society and culture.

Business Manager Role

Working to the Executive Officer, the Business Manager will be responsible for the operation and development of WAH's organisational systems, financial and administrative functions, compliance practices to support best practice and build capacity for growth.

Employment Basis

The Business Manager position is offered as a 2 day per week (exact hours to be negotiated) part time position to 20 December 2024, with continuation beyond that depending on negotiation of a new contract and funding. Office work days will generally be between Wednesday to Friday with flexibility for working from home. Some out of office hours work may be required.

Pay Rate

The position is benchmarked to the Social, Community, Home Care and Disability Services Industry Award 2010. The position is classified under the Social and Community Services employee. Level and paypoint to be determined based on skills and experience.

Location

The position will be based at WAH's North Melbourne office and at the business manager's home office.

Responsibilities

The Business Manager will be responsible for the following duties:

Governance

Compliance, financial and operational reporting and support for Wild At Heart's governance functions, including the Board and Advisory Group.



Finance and Funding

Operate and develop WAH's day to day financial operations including payment of invoices, oversight of bank accounts, cash handling, petty cash, book keeping, taxation, GST, superannuation and other financial administration in liaison with the Executive Director, accountant and auditors.

Assist the Executive Director with financial reporting requirements to Board, acquittals and other corporate financial responsibilities. Assist Executive Director with financial and funding planning and budgeting. Research and develop strategy and timelines for funding opportunities. Support and in some cases lead grant writing and fundraising initiatives for both project and organisational opportunities.

Database

Maintain and develop WAH's organisational database.

Communications, Marketing and Promotion

Handle day to day telephone and email enquiries. Maintain and develop Wild At Heart's social media and online presence. Archive and upload artistic files including audio and video as required. Coordinate regular newsletters and marketing, in liaison with the Wild At Heart team, including use of online emailing software including MailChimp.

Support for marketing and promotion of the organisation and our specific programs, including media releases, contact with media, hardcopy and online promotions.

General Operations and Administration

Establish and manage efficient and effective insurances, tenancy, utilities, digital and physical filing systems, IT systems and administration policies and practices.

Projects and Events

Administrative support to project managers for preparation, planning and delivery of projects and events.

Compliance

In liaison with the Executive Director, accountant and Board, ensure compliance with funding bodies requirements, taxation, superannuation, GST, Australian Charities and Not For Profit Commission and all other relevant legal requirements.

Human Resources

Provide administrative support to the Executive Officer and Project Managers for HR functions, including accessing and preparing necessary paperwork, filing, maintaining up to date policies.

Risk Management, Assets & Systems

Develop, maintain and report on risk management strategy for the organisation, ensuring personnel, the organisation, liabilities, assets and data are maintained and secure.

Undertake other organisational tasks as reasonably directed.

Key Selection Criteria

Highly desirable

Persons with a disability or mental illness who meet the above selection criteria are encouraged to apply.

Essential

1. High level skills and experience in business management relevant to a not for profit entity, covering the areas of responsibility above.
2. Competency and literacy in financial administration, financial management and the strategic roles above.
3. A track record in writing and winning grants relevant to the not-for-profit sector, and preferably arts sector.
4. High level computer proficiency and efficiency in using office productivity software including MS Office and the Google suite, database software, email, internet, website management, social media use for business and marketing, processing of images, music and video for publication, broadcast, online use and archive.
5. Excellent written and verbal communication skills, as well as excellent professional interpersonal skills.
6. Demonstrated capacity to work productively, flexibly and independently with minimal supervision as well as contribute as a constructive team member.
7. Current Victorian drivers licence and vehicle.

Highly desirable

1. Tertiary qualifications in business administration
2. Knowledge of and networks with the disability and mental health, community arts, arts industries/sectors, government and corporate sectors.

**Other Relevant Information**

Employment is subject to the presentation of documentary evidence of work rights in Australia and a satisfactory pre-employment police check. A pre-employment medical check may be required at the discretion of Wild at Heart.