

Emmanuel City Mission Brisbane

Manager of Operations

Selection Process

Who we are

Every day we open our doors and care for the homeless and vulnerable of our city, creating a space where they can feel safe, cared for and valued. The work of Emmanuel City Mission (ECM) truly brings hope and healing to the lives of people who need it most.

Our mission is to connect homeless and vulnerable people with people who care, increasing trust and decreasing loneliness.

We are based in South Brisbane.

The Opportunity

Manager Operations

We are seeking someone who is drawn to and committed to servicing the vulnerable and homeless to join our small team as the Manager, Operations.

This role is responsible for managing operations and ensuring that internal governance across strategic finance, donor management, people, legal, risk and compliance enhance Emmanuel City Mission and supports a safe work environment. This is to be achieved by working with others, leading by example and participation in Emmanuel City Mission (ECM) prayer, values and upholding the ECM Code of Conduct.

More information on the role can be found in the position description.

About you

You will have demonstrated experience in:

- managing operations for a not for profit or equivalent organisation
- identifying, managing, and reporting financial, work, health safety risks
- understanding compliance, legislation, and other frameworks that govern a not for profit
- supporting fundraising and donor management activities
- managing people

You possess the key capabilities:

- be proactive and responsible for own actions, adhere to policy, legislation, and guidelines

- demonstrate inclusive behaviours and show respect for diverse backgrounds experiences and perspectives
- engage and motivate the team

Application process

ECM is committed to supporting equity, diversity and inclusion and creating a selection process that is flexible, unbiased, culturally safe, inclusive and accessible.

Applicants should submit a resume and covering letter. ***Applications close at 10pm on 13 August 2023.***

During the selection process, we will assess your eligibility and suitability for the role by taking a holistic approach. We will consider the following:

- how well your abilities, skills, knowledge, experience and personal qualities align with the role's requirements.
- how you've performed in previous roles, and your potential for development; and
- how all the above can contribute to a positive culture and the future success of ECM.

Interviews - If your application meets the requirements for the role, you may be shortlisted for an initial meeting. We will invite shortlisted candidates to visit ECM to experience it firsthand. Following this you may be invited for a formal interview. The interview is your chance to showcase your skills and discuss your experience. This is also an important opportunity to ask any questions you have about the role and ECM. Following the interview, the preferred candidate/s may be invited to meet some of the panel members again for an informal discussion.

Selection panel - The selection panel consists of diverse and experienced people and for this role there will be three panel members.

Referees - As part of the process, you'll need to provide details of professional referees, including at least one referee you have worked with in the past two years who can confirm your knowledge, skills and experience. It's good to inform your referees that you've shared their contact information, as they may be contacted.

Pre-employment checks - You may be requested to undergo pre-employment checks as part of our recruitment and selection process, which may include the following:

- Criminal history – the successful candidate may be subject to a criminal history check relevant to the role. This may include a blue card screening for roles that work with children.

- Residency and visa requirement - To be considered for employment you may be required to provide evidence of your right to work in Australia. This includes Australian citizenship or a valid visa which provides the right to work in Australia.
- Qualifications and professional registration – In accordance with relevant legislation, industrial award and/or accreditation requirements, certain roles with ECM have mandatory qualification or registration requirements. You may be required to provide documentary evidence of compliance before you can be appointed.