

# POSITION DESCRIPTION



## KEY ROLE DIMENSIONS

<b>ROLE</b>	General Manager
<b>REPORTING TO</b>	Chair of the Board of Directors
<b>LOCATION</b>	Sydney or Melbourne
<b>TERM</b>	Permanent, Fulltime

## ROLE CONTEXT

DEBRA Australia is a non-government-funded, NFP organisation representing and promoting the interests of Australians with Epidermolysis Bullosa (EB). Its objectives are to:

- provide support and information for the children, adults and families affected by EB
- support hospitals and health professionals treating EB patients
- promote and fund research into finding an effective treatment and cure for EB
- encourage greater awareness of EB in the wider community, particularly amongst decision-makers and stakeholders
- raise funds which will assist in achieving these objectives.

Debra Australia currently operates with three part-time staff (2.3 EFT) supported by many unpaid volunteers.

DEBRA Australia is a member of the world-wide organisation, DEBRA International.

For more information: [www.debra.org.au](http://www.debra.org.au) [www.debrainternational.org](http://www.debrainternational.org)

## PRIMARY PURPOSE OF THE ROLE

The General Manager will:

- work with the Chair to assist the Board of Directors in formulating and regularly reviewing the organisation's mission statement, strategic plan and business plan;
- provide regular information to the Chair and Board regarding progress in achieving annual plans and targets;
- be responsible for staff leadership, management and administration of the organisation in the execution of the Board's policies and projects;
- work with the Chair to ensure the Board receives appropriate advice and information on all relevant matters to enable it to fulfil its governance responsibilities;
- foster the application of DEBRA Australia's values in all activities.

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## KEY ACCOUNTABILITIES

### **Fundraising**

To build on and strengthen the existing strong financial stability of the organisation:

- generate enough income from various and diverse sources to enable DEBRA Australia to meet its aims and objectives on an ongoing basis;
- develop an appropriate and effective fundraising strategy for endorsement by the Board, which the General Manager will then implement;
- explore and advise about potential new sources of funding such as philanthropic grants;
- regularly review the strategy in relation to funding and fundraising and provide advice to the Board about this;

### **Promotion of the organisation**

- ensure effective communication to maintain and strengthen supportive networks and relationships with all DEBRA Australia stakeholders, in accordance with the values of the organisation;
- seek opportunities to expand and promote the role of DEBRA in order to build public awareness;
- develop positive relationships and effective communication with government, statutory bodies and other external organisations;
- act as an effective ambassador of DEBRA Australia, operating in accordance with its values;

### **Operational management:**

- contribute to the operation of the Board's committees as an ex officio member of each one;
- oversee the implementation of programs and projects in accordance with the approved business and strategic plans and committee input;
- identify and develop proposals for new services and programs which may enhance the work of DEBRA Australia in accomplishing its mission and objectives;
- facilitate access to information and educational opportunities for individuals and families living with EB as well as health professionals who care for these people;
- coordinate grant programs and other agreed medical and scientific projects;

### **Staff and Volunteer Management:**

- oversee recruitment, retention and management of staff, contractors and volunteers, as appropriate, to meet the needs of the organisation;
- lead and monitor staff, contractors and volunteers in the performance of their key activities, encouraging a team spirit;
- review the performance and scope of duties of staff and contractors as required, and at least annually;
- develop and implement plans to address wellbeing, training and development needs of all staff;
- adopt practices to ensure that DEBRA Australia fulfils its responsibilities as a good employer of staff, contractors and volunteers, complying with legal requirements and best practice;
- provide advice to the Board concerning the resources required to operate as effectively as possible;

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## Financial control & governance:

- make recommendations to the Board concerning the annual budget within the context of the strategic plan and the annual business plan and manage the annual budget once adopted;
- ensure that DEBRA Australia's financial resources are planned and managed as effectively, efficiently and prudently as possible, to achieve the organisation's aims and objectives, with appropriate control, accountability and transparency;
- ensure that the organisation discharges its constitutional and legal obligations;

## KEY WORKING RELATIONSHIPS

The General Manager reports to the Chair of the Board of Directors.

Your role will involve frequent collaboration with key internal stakeholders including our Board, Fundraising & Marketing Manager, Family Support Coordinator, Executive Administrator / Secretary, volunteers and ambassadors across the country.

This role will also have frequent, direct contact with donors, funders, clients, government statutory bodies, and other organisations and influencers.

## FUNCTIONAL SKILLS, KNOWLEDGE AND EXPERIENCE

As General Manager, your skills and experience will include:

- A relevant degree (preferred)
- Strong knowledge and experience working in an operational / program management capacity with 'not-for-profit' organisations
- Senior management experience, including finance, budgeting, compliance, people, IT systems, quality improvement, project management office.
- Demonstrated strategic planning and implementation skills with advanced problem-solving skills
- A solid understanding of not-for-profit income generation / fundraising
- Excellent verbal and written communications skills with a responsive attitude
- Excellent negotiation and interpersonal communication skills with the capability to work with a diverse range of stakeholders in diverse locations
- Excellent relationship building capacity and the ability to relate well to people with diverse experience and backgrounds working across a wide range of functions and competencies
- Ability to work autonomously without day to day supervision
- Experience aligning operational and individual work plans to organisational strategy

## SPECIAL REQUIREMENTS

The successful applicant could be located either in Melbourne or Sydney, but would be expected to travel as needed to the other city, as well as occasionally to other locations. Occasional evening and weekend work will be involved.

Initially, the General Manager would be expected to work from home, with a view to establishing a small office in the future when funds are available.

A Working With Children and police check is required.