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# Employment Opportunity: General Manager Projects and Engagement

* Full time, flexible working arrangements
* Work for passion – in a Not for Profit
* Lead a small project team and support them to deliver their objectives

## About us

Blind Citizens Australia, (BCA) is the national representative organisation of people who are blind or vision impaired.  Our mission is to inform, connect and empower Australians who are blind or vision impaired and the broader community.

We are a small but geographically diverse team working closely to achieve our mission. We thrive on communication, innovation, collaboration and making a difference in the lives of our members. We are a workforce made of 75% of people with disability, you will need to be comfortable working with, for and in partnership with all staff and stakeholders who are blind or vision impaired.

We enjoy supporting each other, making things happen and offer a diverse working experience.

## About you

You are a leader; you see the strengths of each team member and you nurture and grow their skills, working together to fulfil the mission and vision of the organisation.

You like to be kept busy with lots of things on the go all at once. You thrive on deadlines and tight time frames, but balance this out with an appreciation for forward planning and organisational skills.

You are aware of the needs of people who are blind or vision impaired but always seek to consult and work collaboratively to ensure that your works brings out the best in people.

You love to work with people, whether it's your own team, members of BCA or other stakeholders and value the contribution they can bring to the organisation.

## The stuff you need to know

### Position Purpose

* To oversee all aspects of BCA’s project delivery, evaluation and reporting in collaboration with the CEO and the General Manager Operations to ensure projects are in alignment with the organisation’s mission, meet the diverse needs of Australians who are blind or vision impaired and are delivered on time and within budget;
* To provide leadership and supervision to staff of Blind Citizens Australia;
* To lead BCA’s engagement with members and others who are blind or vision impaired, with a particular focus on hard to reach communities and demographics;
* To oversee BCA’s external communications channels to ensure messaging is timely, consistent and relevant;
* To work with the CEO to maintain relationships and communications with key stakeholders across the blindness and disability sectors and within the broader community:
* To contribute to content development for all national events and activities;
* To work with the CEO to ensure administrative support is provided to the Stakeholder Engagement Committee, the NSW/ACT state Division Committee and other committees as required.
* We will require you to occasionally work outside of business hours, so flexibility is important.

### Roles and Responsibilities

* Contribute to implementing the vision and strategic direction for BCA, taking into account the views and expectations of the membership, as expressed through forums such as the National and State Conventions;
* Report regularly on project progress to the Board through the CEO;
* Report regularly on membership development and engagement work to the board through the CEO;
* Recommend strategic direction (projects, financial, marketing).
* Work with the GM Operations, Grant Writer and other relevant staff, to secure project funding and ensure projects are delivered within budget;
* Oversee timely production and distribution of all member and sector communications, including Blind Citizens News, New Horizons, BCA’s Member update, and social media;
* Negotiate government and other funding contracts and maintain harmonious relationships with funders;
* Ensure all required reporting to funding bodies and partners is delivered on time and to a high standard.
* Provide leadership to staff and volunteers and develop and strengthen BCA human resources;
* Recruit, train, motivate and manage staff and volunteers to achieve BCA’s objectives;
* Maintain harmonious and respectful working relations with the CEO, Board, staff and volunteers.
* Actively contribute to leading and enhancing a supportive, transparent and harmonious organisational culture which values and respects the diverse contributions of members, board and staff;
* Manage change and improve organisational efficiency;
* Maintain constructive working relationships with government, commercial and community organisations that provide services or support to people who are blind or vision impaired.
* Undertake other duties as directed by the CEO.

### Reporting Relationships and Delegations:

The GM Projects and Engagement is directly responsible to the CEO for the effective management of the organisation’s project delivery and membership engagement activities. The position has delegated authority, (together with the GM Operations) to make operational decisions in the CEO’s absence. In this instance, the position reports directly to the President.

The National Membership Engagement Coordinator, Project Manager, Project Officers, Project Assistant and Communications Coordinator, report to the position.

### Key Selection Criteria

1. Strong knowledge of Microsoft Word, Excel, and Outlook. Shortlisted candidates will need to be able to demonstrate these skills prior to interview.
2. The ability to work collaboratively with staff in a remote environment; including experience leading small teams.
3. Strong written and verbal communication skills
4. Well developed project management skills with specific strengths in evaluation and report writing
5. Establish relationships, collaborate and engage with relevant teams and stakeholders

- This position is a 12-month contract

- The position has a national focus. The successful applicant can take advantage of flexible remote working arrangements, working from home.

- 38 hours per week (some weekend and evening work may be required).

- People with disability encouraged to apply.

- Salary is under the SCHADS Award – level 8

- It is a requirement that all BCA staff hold a current police check.

To apply for this position please send your resume and a 500-word statement outlining your suitability for the role, in word format, to [recruitment@bca.org.au](mailto:recruitment@bca.org.au) using ‘GM - Projects and Engagement' in the subject line.

For more information contact Naomi Barber, Executive Assistant on 1800 033 660.

We will begin shortlisting suitable applicants as expressions of interest arrive, please submit your application as soon as possible. We are seeking a commencement date of early or mid-January, 2022.