



POSITION DESCRIPTION – GENERAL MANAGER

Reports to:	The Community Grocer Board
External Contacts:	Staff, volunteers, partner organisations, funders and supporters
Location:	Working from home and the Community Grocer sites
Employment type:	3 days per week (Monday, Tuesday, and Thursday, preferred)
Salary:	\$35 to \$37 per hour, (\$69,000-73,000 pro rata) plus salary packaging up to \$15,900

ORGANISATIONAL CONTEXT

We are a social enterprise, running weekly affordable fresh food markets to support healthy connected communities. We believe a vibrant market place is a powerful community setting for social and environmental change. We address the physical, economic, and social barriers to fresh food access by holding markets in convenient locations in targeted communities; stocking culturally appropriate seasonal produce; and creating a weekly gathering space that promotes community connections and celebrates diversity.

Established in 2014, we run two markets in communities in Melbourne at Fitzroy and Pakenham and our Carlton market will be relaunching in spring.

POSITION OBJECTIVES

Reporting directly to the Board, and in collaboration with the Board and staff, the General Manager is responsible for business management, finances, funding and fundraising, human resources, partnership management, business planning, marketing and reporting.

KEY RESPONSIBILITIES

- Develop Annual Operational Plans and Budgets in line with the organisation’s strategic plan
- Manage new and existing market operations, oversight and develop and track KPIs for all markets
- With board support, ensure financial sustainability by fundraising, business development and adhering to the budget and managing all financial and banking systems
- Coordinate organisational administration, records and document management systems
- Manage and oversight of marketing and communications liaising with the communications committee and communications coordinator to achieve objectives
- Represent the Community Grocer at events and formal advocacy opportunities including conferences and media representation as required
- Manage all successful grant deliverables, ensuring timely implementation, monitoring of objectives and reporting to the Board and external stakeholders as required
- Manage staff performance and a positive and effective organisational culture aligned with our values and mission
- Prepare the operational and financial reports for board meetings
- Develop relevant organisational policies that support safe and compliant operations
- Develop and manage the Community Grocer Volunteer Program
- Develop and manage the Grocer Gift Voucher Program

SELECTION CRITERIA

1. ESSENTIAL

- 1.1. Experience with or passion for food, food systems, community food security, community connection and/or social justice.
- 1.2. Experience managing a business, organisation, or project, with highly developed skills in project, people and operational management delivering outcomes within set timeframes and budgets.
- 1.3. Proven experience managing and supervising diverse teams of staff or volunteers and working with culturally diverse communities.
- 1.4. Highly developed interpersonal skills, with experience building and maintaining partnerships and community engagement; public speaking; and media and awareness raising activities.
- 1.5. Outstanding written and verbal communication skills, including demonstrated experience in reporting and project development.
- 1.6. Demonstrated leadership, with the ability to lead staff and develop organisational processes, and an ability to adapt, take on new challenges, and adjust plans to meet new priorities.
- 1.7. A current driver's license and access to a vehicle.

2. DESIRABLE

- 2.1. Experience working in a community food social enterprise or the equivalent.
- 2.2. A good understanding of the Australian food system, fruit and vegetable varieties, seasonality, distribution and storage.

TO APPLY

For further information on The Community Grocer refer to our website: www.thecommunitygrocer.com.au

Applications close at 12 midnight 28th August 2022

Email applications to The Board at careers@thecommunitygrocer.com.au using the subject line: "Application General Manager", and must include:

- A cover letter outlining your interest in the role and your suitability according to the selection criteria(2 pages)
- A resume (maximum 4 pages)

For any enquiries contact Leah Galvin, Board Co-Chair on 0425 723 409