



Roots & Shoots Australia General Manager

Part time (0.6FTE), Sydney-based, initial 1-year contract

- **Leadership role with strong culture performance capabilities**
- **Global non-profit with an iconic environmental brand**

About the Organisation

This dynamic for-purpose organisation with an amazing brand, fosters a passionate and diverse culture that is committed to “inspiring actions that connect animals, people, and our shared environment”. You will work closely with the leadership team and play a pivotal part in the growth of this inspiring organisation. We offer flexible, part-time working arrangements and the opportunity for the right person to grow with the organisation beyond the scope and length of this contract. We are based in the lower north shore, at the Taronga Zoo, close to public transport.

About Roots & Shoots

Jane Goodall's Roots & Shoots (R&S) is a global network of young people empowered and inspired to take action to improve our world. It is a youth-led community action movement that is making a difference in almost 100 countries. R&S builds on Dr. Jane's vision of creating community-based solutions to big challenges. All around the world, young people are exploring problems in their communities affecting animals, people and the environment, brainstorming solutions and designing projects to deliver applied solutions through community mapping. Across Australia, we have hundreds of R&S members, led by a committed and passionate group of R&S State Coordinators and R&S National Youth Leadership Council (NYLC) members.

About the Role

We are seeking an experienced and committed General Manager for our R&S team to drive the growth of R&S. You will be responsible for overseeing the implementation of curriculum-based educational materials, securing ongoing funding opportunities, leading and building a team of R&S State Coordinators and managing a range of tasks including organising and facilitating large youth events. To be successful in this position you must be organised, proactive and professional.

Skills and Experience

Ideally, you will have strong program management experience (5+ years) with an interest and passion for empowering youth. You have strong communication and IT skills and can take advantage of web applications, web programs (eg Google Drive and MS Office); and social media to effectively manage your stakeholders. You enjoy working with volunteers, have a strong



sense of diplomacy and are committed to JGIA values. You are able to meet deadlines and can effectively manage a part-time workload. You enjoy thinking strategically and know that your ability to manage time and priorities will ensure that you succeed in the role. You will have the capacity to organise and publicise events and work with partner organisations. You enjoy working in a dynamic environment, are highly motivated, adaptable and compassionate.

Specifically, your responsibilities will include:

- Overseeing the general management of R&S Australia including building and supporting a team of volunteer R&S State Coordinators, many of whom are located remotely throughout the country
- Organise R&S Events for Jane's upcoming tour in May 2019
- Reporting the overall success, progress and direction of R&S to the CEO/Board
- Managing all budgeting and reporting for R&S, including the Mini Grants program
- Coordinating, updating and distributing R&S materials as required
- Leading the strategic rollout and adoption of R&S education curriculum resources, particularly in rural Australia. Training R&S team on the delivery of curriculum resources
- Liaising and forming partnerships with external organisations to increase the presence of R&S in Australia in collaboration with the CEO
- Managing the R&S Australia website. Coordinate R&S related Social Media
- Managing new R&S member sign-ups, the R&S member database and R&S email
- Researching and supporting best-practice youth-leadership programs, particularly in other JGI Chapters, including how information is shared
- Leading R&S fundraising efforts, including grant opportunities

This role is for you if you:

- Are passionate about youth programs and having a positive impact in the world
- Have a strong IT administrative skills
- Can effectively manage a remote team of volunteers
- Understand the for-purpose sector, including volunteer management, fundraising operations and drivers of success
- Thrive in roles where you can be independent and take self-initiative and prioritise, but work harmoniously in a small, 'hands-on' team
- Are willing to be adaptable and flexible within your role and roll up your sleeves when required (an inevitable part of a small charity)
- Have a personal interest in animal welfare, environmental conservation and community education and action.

To apply, please send a current CV with one-page cover letter explaining your credentials, passions and why you are a great fit to info@janegoodall.org.au