

OPERATIONS MANAGER

Location:

Perth, Western Australia

Conditions:

- \$130,000 annual salary (pro rata) plus superannuation.
- 22.5 hours per week, twelve-month fixed term, with the possibility of extension.

Benefits:

- A competitive base salary and attractive salary-sacrifice provisions.
- Flexible work practices, including the ability to work remotely.
- The chance to be a part of an exciting and rapidly growing start-up Indigenous Mental Health Organisation.
- The chance to work with a diverse, highly skilled and committed Board of Directors, including Dr Tracy Westerman.
- The chance to make a difference and improve outcomes for Indigenous Australians.

About Us:

The Westerman Jilya Institute for Indigenous Mental Health Aboriginal Corporation (Jilya) is a not-for-profit organisation that was founded by Dr Tracy Westerman to address the gaps in culturally informed and clinically validated approaches to improve outcomes for Indigenous peoples in Australia across the areas of mental health and suicide prevention, justice, child protection, and education.

Jilya also supports the Dr Tracy Westerman Indigenous Psychology Scholarship Program, currently supporting 15 Aboriginal psychology students across Australia. Having recently become incorporated through the Corporations (Aboriginal and Torres Strait Islander) Act 2006, Jilya is now ready to employ our first Operations Manager to oversee and drive our continued growth.

About the Role

Jilya is looking for an experienced individual, with an understanding of the tasks associated with the initial set-up of a not-for-profit organisation, along with the ability and drive to take the organisation to the next level.

You will work with the Jilya Board to oversee the establishment of governance requirements, strategic planning, program development, scholarship oversight, operational fundraising strategies and direction setting for the organisation.

Selection Criteria

To be considered for this role, you will need to demonstrate the following essential criteria:

- Experience and skill in working with a Board of directors and a demonstrated understanding of the operations of a not-for-profit organisation.
- High level strategic thinking and planning across the areas of income generation (through a range of strategies including fundraising), organisational operations and growth.
- Strong financial management skills, including budget preparation, analysis, decision making and reporting.
- Excellent written and oral communication skills and an ability to communicate effectively with Aboriginal and Torres Strait Islander people.
- Values and attributes that align with the vision and goals of the organisation.

Prior to appointment, the successful candidate will require the following:

- Current Western Australian C class driver's license.
- Current Working with Children's Check, or ability to obtain.
- Satisfactory National Police Clearance.
- The ability to travel as required.
- Be available to work outside standard business hours as required.

Your application should include a detailed resume and a cover letter no more than two pages long summarising your experience against the selection criteria. Further job-related information can be sourced by contacting Emma or Louise on (08) 93622036 during business hours.

Applications can be submitted to <https://www.thejilyainstitute.com.au/careers-opportunities/>

Indigenous applicants are strongly encouraged to apply.

Closing Date: 31st May 2021, COB WST